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GENERAL NOTICE

NOTICE 941 OF 1999

DRAFT ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES REGULATIONS, 1999

FIRST DRAFT

14 MAY 1999

ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES ACT, 1998
(ACT NO. 46 OF 1998)

ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES REGULATIONS, 1999

The Minister of Transport has, under section 34 of the Administrative Adjudication of Road Traffic Offences Act, 1998, made the regulations in the Schedule.

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CHAPTER 1

*Interpretation of regulations***Definitions**

1. In these regulations, any word or expression which has been defined in the Act has that meaning, and unless the context indicates otherwise -

- (i) **"appropriate registering authority or driving licence testing centre"** means -
 - (a) subject to subparagraph (e), the registering authority or driving licence testing centre in whose area the owner of the vehicle permanently resides;
 - (b) if the owner of the vehicle is a body of persons carrying on a business, the registering authority or driving licence testing centre in whose area such business is situated, but every branch of such business is deemed to be a separate business;
 - (c) if the owner of the vehicle is a body of persons which does not carry on a business, the registering authority or driving licence testing centre in whose area the responsible person permanently resides;
 - (d) if a motor dealer is the owner of the vehicle for the purpose of his or her business as a motor dealer, the registering authority or driving licence testing centre in whose area such business is situated, but every branch of such business will be deemed to be a separate business;
 - (e) if the motor vehicle is or will be regularly used in connection with the business of the owner thereof, the registering authority or driving licence testing centre in whose area the garage or other place where such vehicle is or will be ordinarily kept, is situated; or
 - (f) in circumstances not contemplated in the foregoing paragraphs, the registering authority or driving licence testing centre to which the owner has applied for the registration or licencing of a motor vehicle or for a driving licence, as the case may be.
- (ii) **"operator"** means an operator as defined in section 1 of the National Road Traffic Act, 1996 (Act No. 93 of 1996);
- (iii) **"owner"** means an owner as defined in section 1 of the National Road Traffic Act, 1996;
- (iv) **"Road Traffic Regulations"** means the Road Traffic Regulations made under section 75 of the National Road Traffic Act, 1996;
- (v) **"title holder"** means a title holder as defined in section 1 of the National Road Traffic Act, 1996; and
- (vi) **"the Act"** means the Administrative Adjudication of Road Traffic Offences Act, 1998 (Act No. 46 of 1998).

CHAPTER 2***Adjudication procedure*****Infringement notice**

2. (1) An infringement notice contemplated in section 17(1) of the Act and to be served -

- (a) in person, is issued on a form similar to form INM as shown in Schedule 1; and
- (b) by registered mail, is issued on a form similar to form INC as shown in Schedule 1.

(2) The particulars of the infringement contemplated in section 17(1)(b) of the Act that must be stated on the infringement notice, in addition to the particulars contemplated in that section, are -

- (a) the specific provision of the National Road Traffic Act, 1996 (Act No. 93 of 1996), or the Road Traffic Regulations, which the infringer is alleged to have contravened;
- (b) the facts of the infringement;
- (c) the place of infringement;
- (d) the date of infringement;
- (e) the time of infringement;
- (f) the registration number and details of the vehicle with which the infringer has committed the infringement;
- (g) the classification of the infringement as contemplated in section 29(a) of the Act; and
- (h) the demerit points that may be incurred by the infringer as contemplated in section 24 of the Act.

(3) If an infringement notice is not served personally at the time of the infringement, it must be served within 30 days of the commission of the infringement.

(4) If an infringer fails to comply with an infringement notice as contemplated in section 17(2) of the Act, the issuing authority must notify the agency in the manner and within the period contemplated in regulation 5(1).

Representations

3.(1) Representations contemplated in section 18 or 19(2)(b)(i) of the Act, must be submitted to the agency on a form similar to form RF as shown in Schedule 1, in the manner contemplated in regulation 22(1)(a), and the infringer must keep a copy of such representation.

(2) The agency must within 7 days from the date of receipt of representations, acknowledge the receipt of such representations on form AR as shown in Schedule 1, in the manner contemplated in regulation 22(4).

(3) If the infringer has not received any acknowledgement contemplated in subregulation (2), from the agency within 21 days of the date on which the infringer submitted representations, the infringer must -

- (a) enquire from the nearest post office in his or her residential area whether an acknowledgement contemplated in subregulation (2) has been received; and
- (b) notify the agency on a form similar to form RF as shown in Schedule 1, in the manner contemplated in regulation 22(1)(a), if the said acknowledgement has not been received as contemplated in paragraph (a).

(4) The manner in which the representations officer must inform the issuing authority concerned that a representation indicating reasonable grounds why the infringer should not be held liable have been received, as contemplated in section 18(4)(a) of the Act, is by notification made in terms of regulation 22(2).

(5) The time within which the issuing authority in terms of section 18(4)(b) of the Act must reply to a representation submitted to it by the Agency in terms of that section, is 14 days.

(6) If a measuring instrument was used during the execution of road traffic law enforcement duties, the issuing authority contemplated in subregulation (5) must, together with the authority's reply, submit to the agency per facsimile an affidavit or a scanned version of such affidavit by electronic data file, specifying the technicalities of the measuring instrument in question to provide proof that the conditions and requirements prescribed by the Minister in terms of section 212(10)(a) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), have been complied with.

Notification of result of representations

4. The manner in which an infringer must be informed by the agency in terms of section 18(6) and (7) of the Act of the result of his or her representations, is by providing the infringer with a properly completed form similar to form NRR as shown in Schedule 1 in accordance with regulation 22(3).

Courtesy letter

5. (1) The manner in which the issuing authority must give notice to the agency in terms of section 17(2) of the Act that an infringer has failed to comply with an infringement notice within the period contemplated in section 17(1) of the Act, is to submit the electronic data file on which the information known in respect of the infringer and the infringement appears, to the agency in accordance with regulation 22(1), within such period, not exceeding 28 days, as may be agreed upon between the authority and the agency.

(2) The information that must be provided on the electronic file, as contemplated in subregulation (1), is set out in Schedule 4.

(3) A courtesy letter is issued by the agency in terms of section 19(1) of the Act, on a form similar to form CL as shown in Schedule 1 and within such period, not exceeding 28 days, as may be agreed upon between the authority and the agency, after receipt of the notice contemplated in subregulation (1).

Enforcement order

6.(1) An enforcement order is issued by the registrar under section 20(1) of the Act on a form similar to form EO as shown in Schedule 1.

(2) The manner in which the agency must notify the infringer, as contemplated in section 20(1)(c) of the Act, that demerit points have been recorded on the national contraventions register, is by means of a properly completed form similar to form NRO as shown in Schedule 1.

(3) The manner in which an infringer may provide proof that he or she has in the meantime paid the penalty and fees specified in the enforcement order as contemplated in section 20(6) of the Act, is by providing to an appropriate registering authority or driving licence testing centre -

- (a) the original receipt of payment, if payment was directly made to the issuing authority, an appropriate registering authority or driving licence testing centre;
- (b) the deposit slip and certified copy of the cheque, if payment was made by cheque; or
- (c) a certified copy of the infringer's bank statement, if payment was made by debit order.

(4) An appropriate registering authority or driving licence testing centre must, within such period, not exceeding 28 days, as may be agreed upon between the said authority and the agency after the date on

which payment was received, notify the agency in terms of section 20(8) of the Act that it has received payment contemplated in section 20(7) of the Act, by providing the agency with an electronic data file on which particulars of the said payment appears.

(5) The manner in which an infringer may apply to the agency for the revocation of the enforcement order as contemplated in section 20(9)(a) of the Act, is by submitting a properly completed form similar to form ARE as shown in Schedule 1 to the agency in accordance with regulation 22(1)(a).

(6) The agency must, within 21 days from the date of receipt of an application contemplated in subregulation (5), notify the infringer of the result of the application on a form similar to a form NRE as shown in Schedule 1.

(7) The manner in which an issuing authority may apply to the agency for the revocation of the enforcement order as contemplated in section 20(9)(b) of the Act, is to submit an electronic data file on which the reference number of the infringement notice, the particulars of the infringer and the reason for the application appear, to the agency in accordance with regulation 22(1).

(8) The agency must notify the issuing authority contemplated in subregulation (7) of the result of its application, by submitting such result on an electronic data file to the said issuing authority, within 21 days from the date of receipt of an application contemplated in subregulation (7).

Warrant

7. (1) A warrant contemplated in section 21(1) of the Act is issued by the registrar -

- (a) on a form similar to form WE as shown in Schedule 1;
- (b) after a period of 14 days has elapsed, which period is calculated from the day on which the period contemplated in section 20(3)(a) of the Act, has expired; and
- (c) subject to the conditions that the warrant -
 - (i) is valid until it is executed by the sheriff as contemplated in section 21(4) of the Act, or is cancelled by the registrar;
 - (ii) must be executed after 7h00 and before 21h00, unless otherwise authorised by the registrar; and
 - (iii) may only be executed against movable property of the infringer in accordance with the terms of the warrant.

(2) Subject to subregulation (3), the sheriff must execute a warrant contemplated in -

- (a) section 21(1)(a) of the Act, in accordance with the Rules of Court made under the Magistrates, Courts Act, 1944 (Act No. 32 of 1944), in so far as they apply to the execution against movable property, and subject to paragraph (b); and
- (b) section 21(1)(b), (c), (d) or (e) of the Act, subject to the said Rules of Court, -
 - (i) in the case of a warrant contemplated in the said section 21(1)(b), by seizing the driving licence or professional driving permit of the infringer that is mentioned in the warrant, and submitting it to the agency together with the return of service;
 - (ii) in the case of a warrant contemplated in section 21(1)(c), by -
 - (aa) removing and defacing the licence disc of the motor vehicle that is mentioned in the warrant and of which the infringer is the owner; and
 - (bb) submitting the counterfoil of such disc to the agency together with the return of service;

- (iii) in the case of a warrant contemplated in section 21(1)(d), by -
 - (aa) seizing or defacing the operator card of the motor vehicle that is mentioned in the warrant and of which the infringer is the registered operator; and
 - (bb) submitting the counterfoil of such disc to the agency together with the return of service; and
- (iv) in the case of a warrant contemplated in section 21(1)(e), by immobilizing the motor vehicle that is mentioned in the warrant and of which the infringer is the owner or registered operator, in the manner set out in the warrant.

(3) If the infringer presents a cheque for payment of the penalty and fees due or part thereof, the sheriff -

- (a) may not accept postdated cheques;
- (b) must make an inventory as contemplated in Rule 41(1) of the Magistrates' Court Act, 1944; and
- (c) must cancel the said inventory if the cheque is honoured.

Trial

8. (1) The manner in which an infringer may elect to be tried in court -

- (a) as contemplated in section 17(1)(f)(iv) of the Act, is by properly completing the space provided for such an election on the back of the infringement notice on a form similar to form INM or INC as shown in Schedule 1, and submitting the said form to the issuing authority in accordance with regulation 22(2)(a) or (b); or
- (b) as contemplated in section 18(7)(c) or 19(2)(b)(iii) of the Act, is by properly completing the space provided for such an election on the back of the courtesy letter (form CL) or the notification of the result of the representations (form NRR), as the case may be, as shown in Schedule 1, and submitting the said form to the agency in accordance with regulation 22(1)(a).

(2) An election form submitted by an infringer as contemplated in subregulation (1), must -

- (a) be signed by the infringer; and
- (b) reflect the street address where the infringer will accept service of process, notices or documents, as well as confirmation of the infringer's postal address.

(3) A prosecutor who declines to prosecute must notify both the agency and the issuing authority in terms of section 22(2)(a) of the Act by providing the agency and the issuing authority in accordance with regulation 22(1) and (2), respectively, with a properly completed form similar to form NPD as shown in Schedule 1.

CHAPTER 3

Penalties, discount and fees

Penalties

9.(1) The penalty payable in respect of an infringement mentioned in column 1 of Schedule 3 is calculated in accordance with the units set out against it in column 3 of Schedule 3, where each unit has a monetary

value as described in paragraph (a) of Schedule 2.

(2) Except for an operator, no demerit points will be allocated to an infringer who is a juristic person but the penalty will be calculated on the basis of three times the units indicated in column 3 of Schedule 3 against the infringement concerned mentioned in column 1 of that Schedule.

Discount

10. The discount contemplated in section 17(1)(d) of the Act is set out in paragraph (b) of Schedule 2.

Fees

11. (1) The fees which may be charged for any document, order or action required to be issued, made or performed as contemplated in section 34 (d) of the Act, are set out in paragraph (c) of Schedule 2.

(2) The infringer is not liable for the fee which may be charged for -

- (a) a courtesy letter, if the infringer provides proof that he or she did comply with one of the options contemplated in section 17(1)(f) of the Act, on or before the date of expiry of the period of 28 days; or
- (b) an enforcement order, if the infringer provides proof that he or she has paid the penalty on or before the date on which the enforcement order was issued.

CHAPTER 4

Manner of payment

Payment to issuing authority

12. (1) The manner in which any payment of a penalty must be made by an infringer to an issuing authority as contemplated in section 17, read with section 34(e), of the Act, is by paying the full amount due -

- (a) in cash or with a cheque, in person at the address indicated on the infringement notice, form INM or INC as shown in Schedule 1; or
- (b) by sending a cheque or a postal order through the mail to the said address,

but cheques may not be postdated.

(2) Any payment to the issuing authority contemplated in subregulation (1) -

- (a) must be accompanied by the infringement notice, form INM or INC as shown in Schedule 1; and
- (b) is regarded as an admission of guilt by the infringer.

(3) If payment is made -

- (a) in person as contemplated in subregulation (1)(a), the issuing authority concerned must issue a receipt directly to the infringer and provide the infringer with a printout contemplated in section 17(3)(d) of the Act, on a form similar to form NRO as shown in Schedule 1, within 28 days of receipt of payment; or
- (b) by mail as contemplated in subregulation (1)(b), the issuing authority concerned must provide the infringer with a printout contemplated in section 17(3)(d) of the Act, on a form similar to form NRO as shown in Schedule 1, within 28 days of receipt of payment.

(4) If a payment from an infringer is received after a period of 28 days from the date on which the infringement notice was served on the infringer -

- (a) but before the electronic data file contemplated in regulation 5(1), has been submitted to the agency, the issuing authority must keep the payment and notify the agency accordingly; or
- (b) and after the electronic data file contemplated in regulation 5(1) has been submitted to the agency, the issuing authority may not accept the money as payment of the penalty and must -
 - (i) pay the penalty into the agency's account; and
 - (ii) notify the agency electronically of such payment, and the matter will be dealt with in the manner contemplated in regulation 13(11)(b).

Payment to agency

13. (1) The manner in which an infringer must make any payment of a penalty and fee or fees to the agency, is by -

- (a) paying the full amount in the manner contemplated in subregulation (3); or
- (b) paying the amount due in approved instalments in the manner contemplated in subregulation (7), in which case the infringer is not entitled to the discount referred to in regulation 10.

(2) Any payment of the penalty and fees to the agency, which payment includes a partial payment, dishonoured payment and an application to pay in instalments, is regarded as an admission of guilt by the infringer.

(3) The manner in which a payment contemplated in subregulation (1)(a) must be made by an infringer to the agency as contemplated in sections 17(1)(f)(iii), 18(7)(b), 19(2)(b) and 20(3)(a), read with section 34(e), of the Act, is by -

- (a) signing a debit order and submit it by registered mail to the agency for the amount of the penalty and fee or fees, which amount must be debited against the infringer's bank account and credited in favour of the agency's bank account; or
- (b) depositing the amount due by -
 - (i) signing a stop order at a bank where the infringer is the holder of an account, which amount must be debited against the infringer's bank account and credited in favour of the agency's bank account; or
 - (ii) means of a cash or cheque deposit directly into the agency's bank account, particulars of which are obtainable from form CL, NRR-U, API, NDP, NPP, NDI, NRI or EO as shown in Schedule 1.

(4) If a payment to the agency is made in the manner contemplated in subregulations (3) or (9), the infringer must ensure that the infringement notice number appears on the deposit slip, debit order or stop order instruction of any payment completed at a bank contemplated in the said subregulations.

(5) If the infringer provides an incorrect number on the deposit slip, debit order or stop order instruction as contemplated in subregulation (4), and such incorrect number results in the issuing of an enforcement order or warrant, whichever is applicable, by the agency, the infringer is also liable to pay any extra administrative cost.

(6) If payment of the penalty contemplated in subregulation (1), was received before an enforcement order

was issued, the agency must notify the infringer on a form similar to form NRO as shown in Schedule 1, that the demerit points have been recorded against his or her name in the national contraventions register in respect of the infringement in question.

(7) The manner in which an infringer may pay a penalty in instalments as contemplated in section 17(1)(f)(iii) of the Act, read with section 34(e) of the Act, is by applying to the agency, on form API as shown in Schedule 1, to pay the penalty and fees in instalments.

(8) The agency -

(a) may in the event that a penalty -

- (i) equals or is smaller than the value of 15 units, grant an application to pay the penalty and fees in not more than six equal monthly instalments; and
- (ii) is greater than the value of 15 units, grant an application to pay the penalty and fees in not more than 12 equal monthly instalments; and

(b) must notify the infringer in the manner contemplated in regulation 22(3) of -

- (i) the result of his or her application to pay the penalty in instalments, on a form similar to form NRI as shown in Schedule 1; and
- (ii) the fact that the demerit points have been recorded against his or her name in the national contraventions register in respect of the infringement in question on a form similar to form NRO as shown in Schedule 1.

(9) A payment in instalments must be made before or on the first day of every month, by -

(a) signing a debit order and submit it by registered mail to the agency for the amount of the penalty and fee or fees, which amount must be debited against the infringer's bank account and credited in favour of the agency's bank account; or

(b) depositing the amount due by -

- (i) signing a stop order at a bank where the infringer is the holder of an account, which amount must be debited against the infringer's bank account and credited in favour of the agency's bank account; or
- (ii) means of a cash or cheque deposit directly into the agency's bank account,

particulars of which are obtainable from the infringement notice, form INM, INC or NRI as shown in Schedule 1.

(10) If the infringer fails to pay or partially pays an instalment as contemplated in subregulation (9), -

(a) the agency must notify him or her on a form similar to a form NDI as shown in Schedule 1, that -

- (i) such instalment must be paid within 7 days of receipt of the said notification; and
- (ii) failure to comply with the said notification or failure to pay any other instalments will result in a warrant being issued against him or her by the agency; and

(b) such notification is regarded to be equivalent to an enforcement order, issued under section 20 of the Act; and

(11) If a payment contemplated in subregulation (1) is received from an infringer after a period of 28 days from the date on which form CL, NRR-U, EO, NDP, NDI or NRI, whichever is applicable, was served on the infringer, the agency -

- (a) may accept the money as payment of the penalty, if the agency is satisfied that such failure was due to circumstances beyond the control of the infringer; or
- (b) must, if the money tendered is insufficient for a full settlement of the penalty and fees -
 - (i) accept the payment as partial payment of the penalty and fees;
 - (ii) record the infringement and demerit points on the national contraventions register;
 - (iii) notify the infringer on a form similar to form NPP shown in Schedule 1, within a period of 28 days after receipt of such partial payment or within such period as the registrar may decide, and in the manner contemplated in regulation 22(3), that -
 - (aa) a courtesy letter, notification of the result of representation, notification of dishonoured payment or enforcement order, whichever is applicable, has in the meantime been issued and that the infringer is liable for the balance of the amount due and the fee of the CL, NRR-U, NDP or EO, whichever is applicable;
 - (bb) no discount will be allowed; and
 - (cc) failure to pay the full amount due, will result in a warrant, form WE as shown in Schedule 1, being served on him or her; and
 - (iv) such notification is regarded to be equivalent to an enforcement order, issued under section 20 of the Act.

Payment to registering authority or driving licence testing centre

14. (1) The manner in which any payment of a penalty and fees must be made by an infringer to an appropriate registering authority or driving licence testing centre in terms of section 20(7) of the Act, read with section 34(e) of the Act, is by -

- (a) paying the cash amount or by paying with a cheque, in person at the appropriate registering authority or driving licence testing centre; or
- (b) sending a cheque or a postal order, through the mail to the appropriate registering authority or driving licence testing centre,

but cheques may not be postdated.

(2) A payment to a registering authority or driving licence testing centre as contemplated in subregulation (1) -

- (a) must be accompanied by the -
 - (i) licence renewal notice, form MVL (2), as shown in the Road Traffic Regulations;
 - (ii) notification of dishonoured payment, form NDP as shown in Schedule 1;
 - (iii) notification of dishonoured instalment, form NDI as shown in Schedule 1;
 - (iv) notification of partial payment, form NPP as shown in Schedule 1; or
 - (v) enforcement order, form EO as shown in Schedule 1,
- as the case may be; and

(b) is regarded as an admission of guilt by the infringer.

(3) If payment is made -

- (a) in person as contemplated in subregulation (1)(a), the registering authority or driving licence testing centre concerned must issue a receipt directly to the infringer and notify the agency electronically; or
- (b) by mail as contemplated in subregulation (1)(b), the registering authority or driving licence testing centre concerned must notify the agency electronically.

(4) If any payment of a penalty or fees contemplated in subregulation (1) is dishonoured, the registering authority or driving licence testing centre concerned must notify the agency in the manner contemplated in regulation 22(1), and the matter must be dealt with in the manner contemplated in regulation 15(2).

Dishonoured payment

15.(1) If a payment of a penalty contemplated in regulation 12(1), is dishonoured, the issuing authority concerned must notify the agency in the manner contemplated in regulation 5(1), whereafter the matter is dealt with in the manner contemplated in subregulation (2).

(2) If any payment of a penalty and fees contemplated in regulation 13(1)(a) or 14(1) is dishonoured, the agency must, after receipt of the notification contemplated in regulation 14(4) in the event that payment was made in terms of regulation 14(1), notify the infringer on a form similar to form NDP as shown in Schedule 1, -

- (a) of the amount payable, including any charges arising from the dishonoured payment; and
- (b) that a warrant will be issued by the agency if payment is not received at the date set on form NDP,

and such notification is regarded to be equivalent to an enforcement order, issued under section 20 of the Act.

Period of grace

16. Where provision is made in terms of this Chapter for a period within which an application or payment must be made, such period must be construed as a period of grace allowed to the infringer, during which period he or she may make such application or payment without being liable for any further administrative penalties.

CHAPTER 5

Record keeping

Information to be recorded

17.(1) The person who has personally served the infringement notice must return the copy of the infringement notice to the issuing authority where the contents of it must be recorded, and it must be verified whether it has been complied with within 28 days.

(2) If an infringement notice is served by registered mail, the issuing authority must, for the purposes of section 30(2) of the Act, keep the receipt issued by the post office that accepted the notice for registration.

(3) Each issuing authority, registering authority and driving licence testing centre must retain records of all transactions executed by it in terms of the Act.

(4) The agency must, for the purposes of section 30(2) of the Act, keep all receipts issued by post offices for the acceptance of documents that are served by registered mail, and keep a record for purposes of

further reference of all -

- (a) applications, notifications and submissions furnished or received;
- (b) payments received and payments in arrears;
- (c) courtesy letters, enforcement orders and warrants issued in terms of the Act; and
- (d) revoked enforcement orders.

(5) The manner in which record must be kept of payments received and receipts issued, is by electronic image, until the time the record is disposed of as contemplated in regulation 18(5).

National contraventions register

18.(1) The manner in which any information regarding any offence or infringement is to be recorded in the national contraventions register, is by an electronic file.

(2) The manner in which the national contraventions register must be updated as contemplated in the Act, is by transferring an electronic data file from the issuing authority or agency to the national contraventions register.

(3) The issuing authority must -

- (a) keep a record of the outcome of cases notified to it as contemplated in section 22(2)(b) of the Act, which record must contain the information set out in Schedule 4; and
- (b) update the said record regularly.

(4) The agency must keep record of all the cases in which the court was approached on appeal or review in connection with the demerit points recorded against a person in the national contraventions register, as well as the outcome of such cases.

(5) Subject to the written authorisation of the National Archivist as contemplated in section 13 (2)(a) of the National Archives of South Africa Act, 1996, (Act No. 43 of 1996), the registrar may dispose of any document contemplated in this Chapter, after -

- (a) an electronic image has been made of such document; and
- (b) the authenticity of the electronic image of such document has been certified by the agency.

(6)(a) Any electronic image of a document which has been certified by the agency as a true image of the original document, is deemed to be the original document for the purposes of criminal proceedings, unless evidence to the contrary is adduced.

(b) Any person who, under paragraph (a), certifies any image as true knowing that such image is false, is guilty of an offence and liable on conviction to a fine or imprisonment for a period not exceeding two years.

CHAPTER 6

Service of process

Personal service

19.(1) Personal service is effected when the document to be served, is delivered to an infringer identified in the document, in person.

(2) If the infringer identified in a document is served in person, he or she must accept the document on the request of the person who serves it.

(3) An infringer who fails to comply with subregulation (2) is guilty of an offence and liable on conviction to a fine or imprisonment for a period not exceeding three months.

(4) The person who serves a document must explain to the infringer the contents of -

- (a) section 17(1)(f) of the Act, if an infringement notice is served;
- (b) section 19(2) of the Act, if a courtesy letter is served; and
- (c) section 20(3) of the Act, if an enforcement order is served.

(5) The person who serves a document must -

- (a) certify on the copy of the notice, letter or order that the document was served personally, stating the time and place of service, and that the explanation contemplated in subregulation (4) was given and understood by the infringer; and
- (b) sign the certificate and request the infringer to sign the certificate.

(6) A signed certificate referred to in subregulation (5), is *prima facie* proof that the notice, letter or order concerned was duly served.

(7) If the person named in the document cannot be found, the document may be served by -

- (a) delivering it at the infringer's place of residence or place of employment or business to a person on the premises at the time of the delivery, being a person apparently over the age of 16 years; or
- (b) affixing the document to a door of such place if there is no person contemplated in paragraph (a) at such place,

and for the purposes of this subregulation, when a building other than a hotel, boarding house, hostel or similar residential building, is occupied by more than one person or family, "place of residence" or "place of business" means the portion of the building which is occupied by the person upon whom service is to be effected.

(8) If service is to be effected on -

- (a) a company or other corporate body the document must be delivered to an employee thereof at its registered office or principal place of business;
- (b) a partnership, firm or voluntary association, the document must be delivered at the place of business of such partnership, firm or voluntary association to a person on the premises at the time of the delivery, being a person apparently over the age of 16 years, and if such partnership, firm or voluntary association has no place of business, the service is effected on a partner, the proprietor or the chairperson or secretary of the committee or other managing body of such partnership, firm or association, as the case may be;
- (c) a State institution, the document must be delivered to an official or employee of the said institution and at the office of the State Attorney for that area; or
- (d) two or more persons in their joint capacity as trustees, liquidators, executors, administrators, curators or guardians, or in any joint representative capacity, the document must be delivered to each of them.

Service by registered mail

20. If a document is to be served by registered mail, the document must be addressed to the infringer's -

- (a) last known address as indicated on the register of driving licences, or the register of motor vehicles;
- (b) address as indicated by him or her on the notice of change of address; or
- (c) address as indicated on form INM as shown in Schedule 1, which he or she has confirmed as correct.

CHAPTER 7**General****Nominating driver**

21. The manner in which the registered owner or operator of a motor vehicle must provide the information contemplated in section 17(1)(f)(v) of the Act, is by submitting a properly completed form similar to form NDC as shown in Schedule 1 to the issuing authority in accordance with regulation 22(2).

Manner of application, notification or submission

22.(1) Any application, notification or submission to the agency must be made by -

- (a) posting it by registered mail to the postal address of the agency;
- (b) faxing it to the fax number of the agency; or
- (c) electronic data exchange from issuing authorities or the national contraventions register,

but affidavits contemplated in regulations 3(1) and 6(4) may only be submitted in the manner set out in paragraph (a).

(2) Any application, notification or submission to the issuing authority must be made by -

- (a) delivering it directly to the office of the issuing authority;
- (b) posting it by registered mail to the postal address of the issuing authority;
- (c) faxing it to the fax number of the issuing authority;
- (d) forwarding it to the issuing authority's e-mail address; or
- (e) electronic data exchange from the agency or the national contravention register,

but an affidavit, the form on which the infringer elects to appear in court and the form on which the driver or person in control is nominated, may only be submitted in the manner set out in paragraph (a) or (b).

(3) Any notification to the infringer must be made by -

- (a) posting it by registered mail to the postal address of the infringer;
- (b) faxing it to the fax number of the infringer; or
- (c) forwarding it to the infringer's e-mail address.

(4) Any acknowledgement to the infringer may be made by posting it to the postal address of the infringer.

Demerit points

23. (1) The demerit points to be incurred in respect of an infringement set out against it in column 1 of

Schedule 3, are as set out in column 4 of that Schedule.

(2) The total number of demerit points which, if exceeded, disqualifies a person from driving a motor vehicle, as contemplated in section 29(d) of the Act, is 12 points.

(3) The notice contemplated in section 26(1) of the Act, by which a person must be informed that he or she has incurred more than the number of demerit points referred to in subregulation (2), must be on a form similar to form NSC as shown in Schedule 1.

(4) An application contemplated in section 25(3) of the Act, to the issuing authority to return a person's driving licence or professional driving permit as contemplated in section 25(5) of the Act, must be submitted to the issuing authority on a form LL1 or DL1, whichever is applicable, as shown in the Road Traffic Regulations.

Access to information

24.(1) The manner in which an employee may grant his or her written permission to his or her employer as contemplated in section 33(2) of the Act, is by submitting a properly completed form similar to form WPA as shown in Schedule 1, to his or her employer.

(2) The manner in which an infringer must be informed by any issuing authority, registering authority or driving licence testing centre in terms of section 33(1) of the Act of his or her demerit points position, is by providing the infringer with a detailed statement of every infringement recorded against him or her, on a form similar to form DOH or OOH, whichever is applicable, as shown in Schedule 1, in accordance with regulation 22(3).

Short title and commencement

25.(1) These regulations are called the Administrative Adjudication of Road Traffic Offences Regulations, 1999, and come into operation on a date determined by the Minister by notice in the *Gazette*.

(2) Different dates may be determined under subregulation (1) in respect of different provisions of these Regulations and different areas of the Republic.

ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES REGULATIONS
SCHEDULE 1
General forms

The following forms are, subject to the provisions of section 34 of the Act, prescribed for the purposes of the Act and the regulations:

No. of Form	Description of Form	Section of Act or Regulation
INM	Infringement notice served in person, on the back of which the infringer may elect to be tried in court or nominate the driver	17, 18(7)(i), 19(2)(b)(iii)(Act) 2(1)(a) and 8(1)(a) (Reg)
INC	Infringement notice served per registered post, on the back of which the infringer may elect to be tried in court or nominate the driver	17, 18(7)(i), 19(2)(b)(iii)(Act) 2(1)(b) and 8(1)(a) (Reg)
RF	Representations form, on the back of which the infringer may nominate the driver	18 and 19 (2)(b)(i) (Act) 3(1) (Reg)
AR	Acknowledgement of the representations	3(2) (Reg)
NRR	Notification of result of representations	18(6) (Act) 4 and 8(1)(b) (Reg)
NRR-S NRR-U	Representation successful Representation rejected	
CL	Courtesy letter, on the back of which the infringer may elect to be tried in court	17, 18(7)(i), 19(1) and 19(2)(b)(iii)(Act) 5(2) and 8(1)(b) (Reg)
EO	Enforcement order	20(1) (Act) 6(1) (Reg)
ARE	Application for the revocation of the enforcement order by the infringer	20(9)(a) (Act) 6(5) (Reg)
NRE	Notification of result of application for revocation of enforcement order	6(6) (Reg)
WE	Warrant of execution	21(1) (Act) 7(1)(a) (Reg)
NPD	Notification of prosecutor who declines to prosecute	22(2)(a) (Act) 8(3) (Reg)
API	Application for payment of penalty in instalments	17(1)(f)(iii) (Act) 13(7) (Reg)
NRI	Notification of the result of the application to pay in instalments	13(8)(b)(i) (Reg)
NDI	Notification of outstanding/dishonoured instalment	13(10)(a) (Reg)
NPP	Notification of partial payment	13(11)(b)(iii) (Reg)
NDP	Notification of dishonoured payment	15(2) (Reg)
NRO	Notification of recording of offence and corresponding demerit points and national contraventions register	13(6) and 13(8)(b)(ii) (Reg)
NDC	Nomination of driver or person in control	17(1)(v) (Act) 21 (Reg)

No. of Form	Description of Form	Section of Act or Regulation
NSC	Notice of disqualification to drive or operate motor vehicle as result of demerit points	26(1) and 29(d) (Act) 23(3) (Reg)
WPA	Written permission to access demerit points information	33(2) (Act) 24(1) (Reg)
DOH OOH	Road traffic offence history in respect of driver Road traffic offence history in respect of operator	17(3)(d), 18(8)(d) or 19(3)(d) Act 24(2) (Reg)

ABP/AP

ONTVANGSERKENNING VAN VERTOË		ACKNOWLEDGEMENT OF REPRESENTATION	
Uitgereik ingevolge Wet No. 46 van 1998 en regulasie 3(2)		Issued in terms of Act No. 46 of 1998 and regulation 3(2)	
Datum van hierdie kennisgewing		Date of this notice	
BESONDERHEDE VAN OORTREDER		PARTICULARS OF INFRINGER	
Naam	XXXXXXXXXXXXXXXXXX	Name	
Soort identifikasie	XXXXX	Type of identification	
Identifikasienommer	1234567890123	Identification number	
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXX	Residential address	
1234			
BESONDERHEDE VAN OORTREDING		PARTICULARS OF INFRINGEMENT	
Oortredingskennisgewingnommer	1234/12345678/1234	Infringement notice number	
Oortreding	XXXXX	Infringement	
Soort oortreding	XXXXXXXXXX	Type of infringement	
Datum van oortreding	1234/12/12	Date of infringement	
Uitreikingsgesag	XXXXXXXXXXXXX	Issuing authority	
Strafpunte	4	Demerit points	
BESONDERHEDE VAN VERTOË		PARTICULARS OF REPRESENTATION	
Datum ontvang		Date received	
1234/12/12			
'n Vertoë-beampte sal al die feite van die vertoë in ag neem, waarna die Agentskap u in kennis sal stel van die uitslag daarvan. Neem kennis dat u vertoë onsuksesvol kan wees, waarna u vir die boete en uitstaande gelde aan die Agentskap verskuldig sal wees. Om die afhandeling van u vertoë te bespoedig, moet u asseblief die kennisgewing op die keersy hiervan invul indien u adresbesonderhede verander het. Skeur dit af en stuur dit aan die Agentskap, waarvan die adres ook op die keersy hiervan verskyn.		A representations officer will duly consider all the facts, whereafter you will be notified of the decision. Note that your representation may be rejected after which you will be liable to pay all outstanding fees and penalties to the Agency. To expedite the processing of your representation, please complete the notification on the overleaf should your address change, detach it and send it to the Agency at the address on the overleaf.	
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap.		Issued by the Registrar, Road Traffic Infringement Agency.	

OV/AR (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

Soort identifikasie

Identifikasienommer

Land van uitreiking
indien buitelandse ID

Van en voorletters / naam

Nuwe posadres

Poskode

Nuwe woonadres

(indien verskillend van

Tel no

Handtekening
Signature

Fax no

Datum
Date

E-mail

Datum van inwerkingtreding
Date of effect

NOTICE OF CHANGE OF ADDRESS

Type of identification

Identification number

Country of issue
if foreign ID

Surname and initials / name

New postal address

Postal Code

New residential address
(if different from postal address)

AANSOEK VIR DIE HERROEPING VAN 'N DWANGBEVEL Ingevolge artikel 20 (9)(a) van Wet No. 46 van 1998 en regulasie 6(4)	APPLICATION FOR THE REVOCATION OF ENFORCEMENT ORDER In terms of section 20 (9)(a) of Act No. 46 of 1998 and regulation 6(4)
Uitreikingsgesag: Issuing Authority: _____	Datum van oortreding: Date of infringement: _____
Oortredingskenningsgewingsnommer: Infringement notice number: _____	JAAR / YEAR _____ MM _____ DD _____
BESONDERHEDE VAN OORTREDER	
Persoon geïdentifiseer as die beweerde oortreder op die bogenoemde oortredingskenningsgewing	
Identifikasienommer: Identification number: _____	Soort identifikasie: Identification type: _____
Van (en voorletters): Name (and initials): _____	Verkeersregistrasienommer: Traffic register number: _____
Woonadres / Residential address _____	Werkadres / Work address _____
Poskode / Postal Code _____	Poskode / Postal Code _____
Posadres / Postal address (indien verskillend van woonadres / if different from above) _____	Telefoonkode- en nommer: Telephone code and number: _____
Poskode / Postal Code _____	Faksimilekode- en nommer: Facsimile code and number: _____
Telefoonkode- en nommer: Telephone code and number: _____	E-posadres: E-mail address: _____
Poskode / Postal Code _____	Voertuigregistrasienommer: Vehicle registration number: _____
BESONDERHEDE VAN AANSOEK	
Dui met 'n (X) aan, die opsie van toepassing op u en verskaf 'n volledige verduideliking daarvan in die ruimte hieronder.	
Dwangbevelverwysingsnommer: Enforcement order reference number: _____	
Ek doen aansoek vir die herroeping van die dwangbevel wat uitgereik is na aanleiding van die volgende redes: I apply for the revocation of the enforcement order issued and served on me for the following reasons:	
'n Oortredingskenningsgewing is nog nie aan my uitgereik nie en die eerste keer dat ek bewus geword het van die aksie teen my naam, is toe die dwangbevel aan my uitgereik.	
I have not been served with an infringement notice, and the first time I received knowledge of the action against my name was when the enforcement order was served upon me.	
Die oortredingskenningsgewing / hoflikheidsbrief is al beteken maar ek verklaar dat: The infringement notice / courtesy letter has been served on me but I declare that:	
- Ek het die totale uitstaande bedrag ten opsigte van die bogenoemde oortreding reeds betaal en hierby aangeheg is die bewys daarvan; of / I have paid all the applicable penalties and fees due by me in respect of the infringement in question, and I attach proof of this; or	
- Ek het die Agentskap in kennis gestel van my keuse om in die hof verhoor te word en het die hofverrigtinge bygewoon (bewys benodig); of / I have notified the agency in the prescribed manner that I elected to be tried in court and I did not fail to appear in court (proof required); or	
- Ek het goeie rede gehad om nie die hofverrigtinge by te woon nie. 'n Beëdigde verklaring wat die omstandighede verduidelik is by hierdie aansoek aangeheg; of / I had good reason to fail to appear in court. An affidavit describing the circumstances, is submitted in conjunction with this form; or	
- Die beweerde oortreding is 'n klein oortreding en ek het versoek aan die Agentskap gerig (bewys benodig) waarvan ek nog nie van die uitslag daarvan in kennis gestel is nie; of / The alleged offence is a minor infringement and I have made representations to the Agency in the prescribed manner (proof required) which has not notified me of the result of the representations; or	
- Tydens die oortreding was ek nie die bestuurder, eienaar of operateur soos aangedui op die oortreding nie en ek het die verlangde inligting in die voorgeskrewe manier (bewys benodig) op die keersy van die oortredingskenningsgewing / vorm VVI/ vorm NBP; of / At the time of the alleged infringement I was not the driver, owner or operator as indicated on the infringement notice and I have provided the required information in the prescribed manner (proof required) on the overleaf of the infringement notice/ form RF/ form NDC; or	
- Ander redes. / Other reasons.	
Ek besef dat die versoek onsuksesvol kan wees waarna ek vir die boete sowel as uitstaande gelde aan die Agentskap verskuldig sal wees. I know that the representation may be rejected after which I will be liable to pay the penalty and all outstanding fees to the Agency.	
INSTRUKSIES AAN OORTREDER	INSTRUCTIONS TO INFRINGER
Die aansoek moet deur die oortreder voor die kommissaris van eed geteken word, op die keersy hiervan.	The infringer must sign the application before a commissioner of oaths on the overleaf.
Die aansoek moet per geregistreerde pos aan die Agentskap gestuur word.	The infringer must submit the application to the Agency by registered mail.
Die oortreder moet 'n kopie van die aansoek hou vir eie rekord.	A copy of the application must be kept for own record.
Die Agentskap sal ontvangs binne 21 dae erken. Indien ontvangs nie erken word nie, moet die aansoek weer gestuur word.	The Agency will acknowledge receipt within 21 days, failing which the infringer must resubmit the application.

AHD/ARE

EED / OATH	BEVESTIGING / AFFIRMATION
Ek ken en verstaan die inhoud van hierdie verklaring en het geen beswaar om die voorgeskrewe eed af te lê nie en ag die voorgeskrewe eed om bindend te wees op my gewete. I know and understand the contents of this declaration and do not have any objection in taking the prescribed oath and consider the prescribed oath to be binding on my conscience. Handtekening van oortreder / Signature of infringer _____ Datum / Date _____	Ek bevestig plegtig dat die inhoud van hierdie verklaring is die waarheid, die hele waarheid en niks anders as die waarheid nie. I truly affirm the contents of this declaration as the truth, the whole truth and nothing but the truth. Handtekening van oortreder / Signature of infringer _____ Datum / Date _____
SERTIFIKAAT VAN KOMMISSARIS VAN EDE CERTIFICATE OF THE COMMISSIONER OF OATHS	
Ek sertifiseer dat die oortreder die inhoud van hierdie verklaring bevestig het en - I certify that the infringer confirmed the contents of this declaration and - ☐ dat hy/sy geen beswaar het om die voorgeskrewe eed af te lê nie en die eed te ag om bindend te wees op sy/haar gewete; of that he/she has no objection in taking the prescribed oath and that he/she consider the prescribed oath to be binding on his/her conscience; or ☐ dat hy/sy die inhoud van hierdie verklaring plegtig bevestig as die waarheid, die hele waarheid en niks anders as die waarheid nie. that he/she solemnly affirm the contents of this declaration as the truth, the whole truth and nothing but the truth.	Handtekening van kommissaris / Signature of commissioner _____ Datum / Date _____ Volle name, amp en besigheidsadres moet hieronder verskaf word. Full names, office held and business address to be supplied in the space below.
BESONDERHEDE VAN KOMMISSARIS VAN EDE PARTICULARS OF COMMISSIONER OF OATHS	
Identifikasienommer Van en voorletters Benoëming Amp Besigheidsadres Poskode	Identification number Surname and initials Designation Office held Business address Postal code

HOFLIKHEIDSBRIEF		COURTESY LETTER	
Uitgereik ingevolge artikel 19(1) van Wet No. 46 van 1998		Issued in terms of section 19(1) of Act No. 46 of 1998 and regulation 5(3)	
Datum en verwysingsnommer		Date and reference number	
1234/12/12 - 12345678		1234/12/12 - 12345678	
BESONDERHEDE VAN OORTREDER		PARTICULARS OF INFRINGER	
Naam	XXXXXXXXXXXXXXXXXXXX	Name	
Soort identifikasie	XXXXXX	Type of identification	
Identifikasienommer	1234567890123	Identification number	
Woonadres	XXXXXXXXXXXX	Residential address	
	XXXXXXXXXXXX		
	XXXXXXXXXX		
	1234		
BESONDERHEDE VAN OORTREDING		PARTICULARS OF INFRINGEMENT	
U het versuim om te voldoen aan die volgende:		You have failed to comply with the following:	
Oortredingskennisgewingnommer	1234/12345678/1234	Infringement notice number	
Oortreding		Infringement	
Soort oortreding	XXXXXXX	Type of infringement	
Datum van oortreding	1234/12/12	Date of infringement	
Uitreikingsgesag	XXXXXXXXXXXX	Issuing authority	
Boete	R1 000,00	Penalty	
Geld vir hoflikheidsbrief	R50,00	Fee for courtesy letter	
TOTAAL BETAALBAAR	R1 050,00	TOTAL DUE	
Strafpunte	4	Demerit points	
INSTRUKSIES AAN OORTREDER		INSTRUCTIONS TO INFRINGER	
U moet nie later as 28 dae van die betekening van hierdie brief:		You must not later than 28 days after the date of service of this letter:	
(a) Die betrokke boete en die geld vir hierdie brief, in die bankrekening van die Agentskap betaal, waarvan die besonderhede hieronder getoon word; of		(a) Pay the above penalty and fee for this letter in the bank account of the Agency, the particulars of which appear below; or	
(b) In die geval van 'n kleiner oortreding, kan u per geregisteerde pos vertoë rig aan die Agentskap op vorm VV, verkrygbaar vanaf enige uitreikingsgesag of die Agentskap se internet blad. Indien die Agentskap nie ontvangs binne 21 dae erken nie, moet u die vertoë weer per geregisteerde pos stuur; of		(b) In the case of a minor infringement, submit a representation by registered mail to the Agency on form VV, obtainable from any issuing authority or the Agency's internet web-site. The Agency will acknowledge receipt within 21 days, failing which you must resubmit your representation per registered mail; or	
(c) Verkies om in die hof verhoor te word, deur die keersy van hierdie vorm te voltooi en dit per geregisteerde pos aan die Agentskap te stuur.		(c) Elect to be tried in court, by completing the overleaf of this form and submit it by registered mail to the Agency.	
LET WEL: As u nie reageer op enige van die opsies aan u beskikbaar nie, sal 'n dwangbevel aan u uitgereik word, waarna u vir die boete sowel as die geld vir die hoflikheidsbrief en dwangbevel aanspreeklik sal wees aan die Agentskap.		NOTE: If you fail to comply with the options available to you, an enforcement order will be issued whereafter you will become liable to pay the penalty and the fees for the courtesy letter and enforcement order to the Agency.	
AGENTSAP SE BANKREKENING		AGENCY'S BANK ACCOUNT	
Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.		It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.	
KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP		CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY	
Bank	ABSA	First National	Nedbank
Account number			
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres- en telefoonbesonderhede.		Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.	

DWANGBEVEL		ENFORCEMENT ORDER		DB/EC
Uitgereik ingevolge artikel 20 (1) van Wet No. 46 van 1998 en Regulasie 6(1)		Issued in terms of section 20(1) of Act No. 46 of 1998 and regulation 6(1)		
Datum en verwysingsnommer		1234/12/12 - 12345678		Date and reference number
BESONDERHEDE VAN OORTREDER		PARTICULARS OF INFRINGER		
Naam	XXXXXXXXXXXXXXXXXX	Name		
Soort identifikasie	XXXXX	Type of identification		
Identifikasienommer	1234567890123	Identification number		
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX 1234	Residential address		
BESONDERHEDE VAN OORTREDING		PARTICULARS OF INFRINGEMENT		
U het versuim om te voldoen aan die volgende:		You have failed to comply with the following:		
Oortredingskenningsgewingnommer	1234/12345678/1234	Infringement notice number		
Oortreding	XXXXX	Infringement		
Soort oortreding	XXXXXXXXXX	Type of infringement		
Datum van oortreding	1234/12/12	Date of infringement		
Uitreikingsgesag	XXXXXXXXXXXXX	Issuing authority		
Boete	R1 000,00	Penalty		
Geld vir hoflikheidsbrief	R50,00	Fee for courtesy letter		
Geld vir onsuksesvolle vertoë	R100,00	Fee for unsuccessful representation		
Geld vir dwangbevel	R50,00	Fee for enforcement order		
TOTAAL BETAALBAAR	R1 200,00	TOTAL DUE		
Strafpunte	4	Demerit points		
INSTRUKSIES AAN OORTREDER		INSTRUCTIONS TO INFRINGER		
U word verplig om nie later as 28 dae van die betekening van hierdie dwangbevel, die uitstaande bedrag in die bankrekening van die Agentskap te betaal, waarvan die besonderhede hieronder getoon word. U kan ook die uitstaande bedrag by enige registrasie-owerheid vir die lisensiering van voertuie of by enige bestuurslisensie-toetsentrum betaal. Die strafpunt(e) soos hierbo getoon is teen u naam op die nasionale oortredingsregister aangeleken. LETWEL: Ingevolge regulasie 12(6) sal geen klaringsbewys ten opsigte van enige van u voertuie en geen bestuurslisensie of professionele bestuurspermit aan u uitgereik word nie, totdat daar voldoen is aan hierdie dwangbevel of dit teruggetrek word. As u nie reageer op hierdie dwangbevel nie, sal 'n lasbrief aan u uitgereik om die uitstaande boete en geld in te vorder. Die geld van die lasbrief sal ook deur u verskuldig wees aan die Agentskap.		You are ordered to pay not later than 28 days after the date of service of this order, the total amount due by you into the bank account of the Agency, the particulars of which appear below, or at any registering authority for the licensing of vehicles or at any driving licence testing centre. The demerit point(s) indicated above are recorded against your name in the national contraventions register. NOTE: In terms of regulation 12(6) no licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you until this order has been complied with or has been revoked. If you fail to comply with this order, a warrant will be issued against you to recover the penalty and the fees due. The fee of the warrant will also be payable by you to the Agency.		
AGENTSAP SE BANKREKENING		AGENCY'S BANK ACCOUNT		
Dit is noodsaaklik dat die bogenoemde oortredingskenningsgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.		It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.		
KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP		CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY		
Bank	ABSA	First National	Nedbank	Standard Bank
Account number				
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap na bevestiging van vereistes in artikel 20(2) van die Wet. Sien keersy vir adres- en telefoonbesonderhede.		Issued by the Registrar, Road Traffic Infringement Agency after confirmation of the requirements, as contemplated in section 20(2) of the Act. See overleaf for address and telephone details.		

DB/EO (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

NOTICE OF CHANGE OF ADDRESS

Soort Identifikasie

Type of Identification

Identifikasienommer

Identification number

Land van uitreiking

Country of issue

indien buitelandse ID

if foreign ID

Van en voorletters / naam

Surname and initials / name

Nuwe posadres

New postal address

Poskode

Postal Code

Nuwe woonadres

New residential address

(indien verskillend van

(if different from postal address)

Tel no

Fax no

E-mail

Handtekening
Signature

Datum
Date

Datum van inwerkingtreding
Date of effect

* Slegs waar betreklik en toepaslik.
Only where relevant and applicable.

No. van Kenningsgewing / No. of Notice	
A	AAN TO I.D. no / I.D. No * Land / Ctry * Ouderdom / Age * Geslag / Sex * Beroep of Status / Occupation or status * Yrs Woonadres * Residential Address Poskode * Post Code Besigheidsadres * Business Address Poskode * Post Code E.V.S.-no. (Vir amptelike gebruik / A. G. No. (For official use)
B	U word hiermee kragtens die bepalings van artikel 17 van die Wet op die Administratiewe Beroep van Padverkeersmisdrywe (Wet No. 46 van 1998), aangese om die You are hereby called upon in terms of section 17 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998) to pay the said penalty in betrokke boete te betaal ten opsigte van respect of DEURDAT u op of omtrent IN THAT upon or about is/ naby/ op at/ near/ on 'n plek/openbare pad in die ondergemelde distrik, wederregtelik a place/ public road in the district mentioned below, wrongfully KODE CODE INSPNO. INSPNO.
C	Besonderhede van strafpunte / Particulars of demerit points Strafpunt(e) van toepassing op die bogenoemde oortreding Dement point(s) applicable to the abovementioned infringement Strafpunt(e) Demerit point(s) Die status van u totale strafpunt(e) kan bevestig word vanaf die nasionale oortredingsregister by enige uitreikingskantor, registrasie owerheid of bestuurslisensie toetsentrum by die betaling van die voorgeskryde geld. Your demerit point(s) position can be ascertained from the national contravention register at the office of the issuing authority, registering authority or driving licence testing centre upon payment of the prescribed fee.
D	Datum waarop en plek waar boete(s) betaal kan word ten einde verdere administratiewe stappe en koste te vermy. Date and place where penalty(s) may be paid to avoid further administrative action and costs. Boete ten bedrae van Penalty of R betaalbaar. Indien betaling geskied voor of op is payable. If payment is made on or before sal die boete verminder word met 'n afslag van the penalty will be reduced by a discount of R
E	Uitgereik deur Issued by Distrik District
G	BELANGRIKE INLIGTING VIR DIE OORTREDER U mag nie later as 28 dae van die datum van die betekening van hierdie kennisgewing: a) Die betrokke boete betaal, soos verminder met die afslag van toepassing (soos in afdeling D), aan die betrokke uitreikingsgesag. Hierdie kennisgewing moet die betaling vergesel; of b) In die geval van 'n kleiner oortreding, vertoë per geregistreerde pos rig aan die Padverkeersoortredingsagentskap by Privaatsak X, Pretoria 0001 op die vertoëvorm VV, verkrygbaar vanaf enige uitreikingsgesag of die internet blad http://www.aarto.co.za. Die Agentskap sal ontvangs van vertoë binne 21 dae erken. Indien ontvangs nie erken word nie, moet u die Agentskap in kennis stel, of c) Aansoek per geregistreerde pos rig aan die Agentskap om die boete in paaiement te betaal op vorm ABP, verkrygbaar vanaf enige uitreikingsgesag of die internet blad hierbo. Geen afslag op die boete sal van toepassing wees nie, of d) U keuse om in die hof verhoor te word op die keersy van hierdie kennisgewing uittebeef en dit by die uitreikingsgesag besorg per hand of per geregistreerde pos of e) Inligting wat bevestig dat u nie die bestuurder van die betrokke voertuig was ten tyde van die oortreding nie, tesame met die naam, aanvaarbare identifikasie, woon- en posadres van die bestuurder of persoon in beheer van die voertuig op die keersy van die kennisgewing verskaf en dit by die uitreikingsgesag besorg per hand of per geregistreerde pos. Let Wel: As u nie reageer op enige van die opsies aan u beskikbaar nie, sal die saak verwyys word na die Padverkeersoortredingsagentskappe 'n hoflikheidsbrief sal aan u uitgereik word, waarna u vir beide die boete en die geld van die hoflikheidsbrief aan die Agentskap aanspreeklik sal wees. IMPORTANT INFORMATION TO THE INFRINGER You may not later than 28 days after the date of service of this notice: a) Pay the said penalty, as reduced by the said discount (as in section D), to the said issuing authority. This notice must accompany payment; or b) In the case of a minor infringement, submit representation per registered mail to the Road Traffic Infringement Agency at Private Bag X, Pretoria 0001 on the representation form RF, obtainable from any issuing authority or the internet web-site http://www.aarto.co.za. The Agency will acknowledge receipt within 21 days failing which you must notify the Agency; or c) Apply to the said Agency by registered mail to pay the penalty in instalments on form ABP, obtainable from any issuing authority or the above internet web-site. No discount on the penalty will be applicable; or d) Elect to be tried in court, by completing the overleaf of this notice and submit it to the said issuing authority by hand or by registered mail; or e) Provide information that you were not the driver of the said motor vehicle at the time of the infringement, coupled with the name, acceptable identification and residential and postal address of the driver or person in control of the vehicle, by completing the overleaf of this notice and submit it to the said issuing authority by hand or by registered mail. Note: If you fail to comply to one of the options available to you, the matter will be referred to the Road Traffic Infringement Agency. A courtesy letter will be issued whereafter you will become liable to pay both the penalty and the fee of the courtesy letter to the Agency.

Oortredingskenningsgewing ingevolge artikel 17 van die Wet op die Administratiewe Beroeping van pakkettakwennings (Wet No. 46 van 1997)

Infringement notification in terms of section 17 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998)

H NOMINASIE VAN BESTUURDER OF PERSOON IN BEHEER	/ NOMINATION OF DRIVER OR PERSON IN CONTROL
Indien u nie die bestuurder of persoon in beheer van die voertuig was nie, voltooi hierdie deel van die vorm en lewer dit af by die betrokke uitreikingsgesag of stuur dit per geregisteerde pos. Doen navraag indien ontvangs nie erken is nie. Hou 'n kopie hiervan vir u eie rekord.	If you were not the driver or person in control of the vehicle, complete this part of the form and deliver it at the offices of the issuing authority or send it by registered mail. Enquire if acknowledgement of receipt is not received. Keep a copy of this form for your own records.
1) Ter tyde van die beweerde oortreding op die keersy hiervan was ek nie die bestuurder of in beheer van die betrokke voertuig nie.	1) I was not the driver or in control of the vehicle at the time of the alleged infringement on the overleaf hereof.
2) Die voertuig was bestuur deur / in beheer van: Identiteitsnommer Identity number: Woonadres / Residential address: _____ Postal Code: _____ Telefoonkode & nommer: (____) _____ Telephone code & number: (____) _____ Faksimilekode & nommer: (____) _____ Facsimile code & number: (____) _____	2) The vehicle was driven / in control of: Van en voorletters Surname and initials: _____ Posadres / Postal address: _____ (indien verskillend van woonadres / if different from residential address) Postal Code: _____ Aangeheg hierby is 'n fotokopie van die titelblad van die bestuurder se identiteitsdokument en bestuurslisensie. Attached hereto is a photocopy of the title page of the driver's identification document and driving licence.
3) Ek verklaar dat die bogenoemde besonderhede waar en korrek is en aanvaar dat 'n valse verklaring strafbaar is met 'n boete of tronkstraf of beide.	3) I declare that the above particulars are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.
Handtekening van oortreder / Signature of infringer _____	Datum / Date _____
I KENNISGEWING VAN KEUSE OM IN DIE HOF TE VERSKYN / NOTICE OF ELECTION TO BE TRIED IN COURT	
Indien u verkies om in die hof verhoor te word, voltooi hierdie deel van die vorm en lewer dit af by die betrokke uitreikingsgesag of stuur dit per geregisteerde pos. Doen navraag indien ontvangs nie erken is nie. Hou 'n kopie hiervan vir u eie rekord.	If you elect to be tried in court, complete this part of the form and deliver it at the offices of the issuing authority or send it by registered mail. Enquire if acknowledgement of receipt is not received. Keep a copy of this form for your own records.
1) Ek gee hiermee kennis aan die uitreikingsgesag dat ek verkies om in die hof verhoor te word op aanklag van die beweerde oortreding op die keersy hiervan.	1) I herewith give notice to the issuing authority that I elect to be tried in court on the charge of having committed the alleged infringement on the overleaf hereof.
2) Ek sal betekening van proses, kennisgewings of dokumentasie in verband met hierdie saak by die volgende woonadres aanvaar: Woonadres / Residential address: _____ Postal Code: _____	2) I shall accept service of process, notices or documents in respect of this matter at the following residential address: Posadres / Postal address: _____ (indien verskillend van woonadres / if different from residential address) Postal Code: _____
3) Ek verklaar dat die bogenoemde besonderhede waar en korrek is en aanvaar dat 'n valse verklaring strafbaar is met 'n boete of tronkstraf of beide.	3) I declare that the above particulars are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.
Handtekening van oortreder / Signature of infringer _____	Datum / Date _____
J VIR KANTOORGEBRUIK / FOR OFFICE USE	
Bestuurslisensie getoon: _____ Driving licence submitted: _____	
Ander dokumentasie voorgelê: _____ Other documentation submitted: _____	
Kwitansienommer Invoice number _____	datum date _____
_____	ten bedrae van of the amount of _____
_____	is uitgereik. was issued. _____
Handtekening / Signature _____	Datum stempel / Date stamp _____

Dortredingskennisgewing ingevolge artikel 17 van die Wet op die Administratiewe Beroeping van Padverkeersmisdrywe (Wet No. 46 van 1998)

Infringement notification in terms of section 17 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998)

blad 1	A AAN TO Voornamen/Forenames Land/City Rybewys/Licence Nationaliteit/Nationality I.D. Woonadres/Residential Address Poskode/Postcode Stad/Dorp City/Town Posadres / Postal Address Naam en Adres van Werkgegewer of Operateur / Name and Address of Employer or Operator No. van Kenningsgewing / No. of Notice E.V.S.-no. (Vir amptelike gebruik / A.G. No. (For official use) Geslag/Sex Man / Male Vrou / Female Ouderdom/Age Jaar / Year 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	INM page											
	B U word hiermee kragtens die bepalings van artikel 17 van die Wet op die Administratiewe Beregting van Padverkeersmisdrywe (Wet No. 46 van 1998), aangesê om die betrokke boete te betaal. You are hereby called upon in terms of section 17 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998) to pay the said penalty in respect of ten opsigte van <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">GROTER MAJOR</td> <td style="width: 33%;">KLEINER MINOR</td> <td style="width: 34%;">Oortreding / Infraction</td> </tr> <tr> <td>GROTER MAJOR</td> <td>KLEINER MINOR</td> <td>Alternatiewe oortreding / Alternative infringement</td> </tr> </table> op grond daarvan dat u te omtrent on the grounds that at or about <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">TYD/TIME</td> <td style="width: 10%;">OP ON</td> <td style="width: 20%;">DAG / DAY</td> <td style="width: 20%;">MAAND/MONTH</td> <td style="width: 30%;">JAAR / YEAR</td> </tr> </table> te / naby / op at / near / on die ondergenoemde distrik, wederregtelik district mentioned hereinbelow, you did wrongfully motorvoertuig* motor vehicle* Reg. No. Fabriek / Make Oortreding / Infraction Alternatiewe oortreding / Alternative infringement	GROTER MAJOR	KLEINER MINOR	Oortreding / Infraction	GROTER MAJOR	KLEINER MINOR	Alternatiewe oortreding / Alternative infringement	TYD/TIME	OP ON	DAG / DAY	MAAND/MONTH	JAAR / YEAR	
GROTER MAJOR	KLEINER MINOR	Oortreding / Infraction											
GROTER MAJOR	KLEINER MINOR	Alternatiewe oortreding / Alternative infringement											
TYD/TIME	OP ON	DAG / DAY	MAAND/MONTH	JAAR / YEAR									
	C Besonderhede van strafpunte / Particulars of demerit points Strafpunt(e) van toepassing op die bogenoemde oortreding Demerit point(s) applicable to the above-mentioned infringement Strafpunt(e) Demerit point(s) Die status van u totale strafpunte kan bevestig word vanaf die nasionale oortredingsregister by enige uitreikingskantoor, registrasie owerheid of bestuurderslisensie toetsentrum by die betaling van die voorgeskrewe geld. Your demerit point(s) position can be ascertained from the national contravention register at the office of the issuing authority, registering authority or driving licence testing centre upon payment of the prescribed fee.												
	D Datum waarop en plek waar boete(s) betaal kan word ten einde verdere administratiewe stappe en koste te vermy. Date and place where penalty(s) may be paid to avoid further administrative action and costs. Boete(s) ten bedrae van Penalty(s) of DAG/DAY MAAND/MONTH JAAR / YEAR is betaalbaar. Indien betaling geskied voor of op is payable. If payment is made on or before slegs by die uitreikingsgesag, waarvan die adres hieronder verskyn, sal die boete verminder word met 'n afslag van only at the issuing authority, of which the address appears below the penalty will be reduced by a discount of												
	E Uitreikingsgesag Issuing authority Distrik District Die oorspronklike hiervan is vandag aan die genoemde oortreder self oorhandig en die betekenis daarvan aan hom/haar verduidelik. The original hereof was today handed to the above-mentioned infringer personally and the import thereof explained to him/her. Ontvang vandag en verduideliking en adresbesonderhede bevestig deur oortreder Received today and explanation and address details acknowledged by infringer No. van Vredesbeampte No. of Peace Officer												
	F Amptelike kodes Official codes Oortreding(s) Infraction(s) 1 2 Lokalisering kode Locality code No. van Kenningsgewing / No. of Notice Rybewys D.Lic. Tipe/Tipe Kode/Kode Toekode Presentation Code												
	G BELANGRIKE INLIGTING VIR DIE OORTREDER IMPORTANT INFORMATION TO THE INFRINGER U mag nie later as 28 dae van die datum van die betekening van hierdie kennisgewing: You may not later than 28 days after the date of service of this notice: a) Die betrokke boete betaal, soos verminder met die afslag van toepassing (soos in afdeling D), aan die betrokke uitreikingsgesag. Hierdie kennisgewing moet die betaling vergesel; of b) In die geval van 'n kleiner oortreding, vertoë per geregisteerde pos rig aan die Padverkeersoortredingsagentskap by Privaatsak X, Pretoria 0001 op die vertoëvorm VV, verkrygbaar vanaf enige uitreikingsgesag of die internet blad http://www.aarto.co.za . Die Agentskap sal ontvangs van vertoë binne 21 dae erken. Indien ontvangs nie erken word nie, moet u die Agentskap in kennis stel daarvan; of c) Aansoek per geregisteerde pos rig aan die Agentskap om die boete in paaiemente te betaal op vorm ABP, verkrygbaar vanaf enige uitreikingsgesag of die internet blad herbo. Geen afslag op die boete sal van toepassing wees nie; of d) U keuse om in die hof verhoor te word op die keersy van hierdie kennisgewing uitoeien en dit by die uitreikingsgesag besorg per hand of per geregisteerde pos. a) Pay the said penalty, as reduced by the said discount (as in section D), to the said issuing authority. This notice must accompany payment; or b) In the case of a minor infringement, submit representation by registered mail to the Road Traffic Infringement Agency at Private Bag X, Pretoria 0001 on the representation form PF, obtainable from any issuing authority or the internet web-site http://www.aarto.co.za . The Agency will acknowledge receipt within 21 days, failing which you must notify the Agency; or c) Apply to the said Agency by registered mail to pay the penalty in instalments on form API obtainable from any issuing authority or the above internet web-site. No discount on the penalty will be applicable; or d) Elect to be tried in court, by completing the overleaf of this notice and submitting the said issuing authority by hand or by registered mail.												
	Let Wel: As u nie reageer op enige van die opsies aan u beskikbaar nie, sal die saak verwys word na die Padverkeersoortredingsagentskap en 'n hoflikheidsbrief sal aan u uitgereik word, waarna u vir beide die boete en die geld van die hoflikheidsbrief aan die Agentskap aanspreeklik sal wees. Note: If you fail to comply to one of the options available to you, the matter will be referred to the Road Traffic Infringement Agency. A courtesy letter will be issued whereafter you will become liable to pay both the penalty and the fee of the courtesy letter to the Agency.												

Oortredingskennisgewing ingevolge artikel 17 van die Wet op die Administratiewe Beroeging van Padverkeersmisdrywe (Wet No. 46 van 1998)

Infringement notification in terms of section 17 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998)

Oortredingskennisgewing ingevolge artikel 17 van die Wet op die Administratiewe Beroeging van Padverkeersmisdrywe (Wet No. 46 van 1998)

Infringement notification in terms of section 17 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998)

Agterkant van blad 1

Back page

H KENNISGEWING VAN KEUSE OM IN DIE HOF TE VERSKYN / NOTICE OF ELECTION TO BE TRIED IN COURT	
Indien u verkies om in die hof verhoor te word, lewer hierdie voltooide vorm af by die betrokke uitreikingsgesag of stuur dit per geregisteerde pos. Doen navraag indien ontvangs nie erken is nie. Hou 'n kopie hiervan vir u eie rekord.	If you elect to be tried in court, deliver this completed form at the offices of the issuing authority or send it by registered mail. Enquire if acknowledgement of receipt is not received. Keep a copy of this form for your own record.
1) Ek gee hiermee kennis aan die uitreikingsgesag dat ek verkies om in die hof verhoor te word op aanklag van die beweerde oortreding op die keersy hiervan.	1) I herewith give notice to the issuing authority that I elect to be tried in court on the charge of having committed the alleged infringement on the overleaf hereof.
2) Ek sal betekening van proses, kennisgewings of dokumentasie in verband met hierdie saak by die volgende woonadres aanvaar:	2) I shall accept service of process, notices or documents in respect of this matter at the following residential address:
Woonadres / Residential address:	Posadres / Postal address: (indien verskillend van woonadres / if different from residential address)
Postal Code:	Postal Code:
3) Ek verklaar dat die bogenoemde besonderhede waar en korrek is en aanvaar dat 'n valse verklaring strafbaar is met 'n boete of tronkstraf of beide.	3) I declare that the above particulars are true and correct and realise that a false declaration is punishable by a fine or imprisonment or both.
Handtekening van oortreder / Signature of infringer	Datum / Date

I VIR KANTOORGEBRUIK / FOR OFFICE USE			
Bestuurslisensie getoon: Driving licence submitted:			
Ander dokumentasie voorgelê: Other documentation submitted:			
Kwitansienommer Invoice number	datum date	ten bedrae van of the amount of	is uitgereik was issued
Handtekening / Signature	Datum stempel/ Date stamp		

KGP/NDI

**KENNISGEWING VAN UITSTAANDE
/ GEWEIERDE PAAIEMENT****NOTIFICATION OF OUTSTANDING
/ DISHONOURD INSTALMENT**Uitgereik ingevolge artikel 34 van Wet No. 46 van
1998 en regulasie 13(9)Issued in terms of section 34 of Act No. 46 of 1998
and regulation 13(9)

Datum en verwysingsnommer		1234/12/12 - 12345678		Date and reference number	
BESONDERHEDE VAN OORTREDER			PARTICULARS OF INFRINGER		
Naam	XXXXXXXXXXXXXXXXXX		Name		
Soort identifikasie	XXXXXX		Type of identification		
Identifikasienommer	1234567890123		Identification number		
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX 1234		Residential address		
BESONDERHEDE VAN OORTREDING			PARTICULARS OF INFRINGEMENT		
Oortredingskennisgewingsnommer	1234/12345678/1234		Infringement notice number		
Soort oortreding	XXXXXXXXXX		Type of infringement		
Datum van oortreding	1234/12/12		Date of infringement		
Uitreikingsgesag	XXXXXXXXXXXXX		Issuing authority		
Boete	R1 000,00		Penalty		
Geld vir hoflikheidsbrief	R50,00		Fee for courtesy letter		
Geld vir onsuksesvolle vertoë	R100,00		Fee for unsuccessful representations		
Geld vir dwangbevel	R50,00		Fee for enforcement order		
Geld vir lasbrief	R150,00		Fee for warrant		
Geld vir geweierde betaling	R50,00		Fee for dishonoured payment		
TOTAAL BETAALBAAR	R1 400,00		TOTAL DUE		
Maandelikse paalement	R 200,00		Monthly instalment		
BESONDERHEDE VAN PAAIEMENT			DETAILS OF INSTALMENT		
Datum van paalement	1234/12/12		Date of instalment		
Bankverwysingsnommer	12345/123456/1234567890		Bank reference number		
Finale datum vir paalement	1234/12/12		Final date for instalment		
INSTRUKSIES AAN OORTREDER			INSTRUCTION TO INFRINGER		
U betaling van die bogenoemde paalement is nie ontvang nie. U word verplig om nie later as die datum op hierdie brief aangedui, die paalement betaalbaar in die bankrekening van die Agentskap te betaal, waarvan die besonderhede hieronder getoon word. LET WEL: Ingevolge regulasie 12(6) sal geen klaringsbewys ten opsigte van enige van u voertuie en geen bestuurslisensie of professionele bestuurspermit aan u uitgereik word nie, totdat daar voldoen is aan hierdie kennisgewing. Indien u nie hierdie of enige toekomstige paalement betaal nie, sal 'n geakkrediteerde balju van die hof sonder enige verdere waarskuwing aan u, opdrag gegee word om die totale bedrag uitstaande van u in te vorder deur beslaglegging en verkoop van u goedere, indien nodig. U sal ook aan 'n kredietburo gerapporteer word en u mag slegs kontant betalings in die toekoms maak.			Your payment of the abovementioned instalment has not been received. You are ordered not later than the date indicated on this letter, to pay the amount of the instalment due into the bank account of the Agency, the particulars of which appear below. NOTE: In terms of regulation 12(6) no licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you until this notification has been complied with. If you fail to make this or any future payment of instalments, an approved sheriff of the court will be instructed to collect the total amount due from you by seizure and sale of your property without any further warning to you, if necessary. You will also be reported to a credit bureau and you may only make cash payments in future.		
AGENTSAP SE BANKREKENING			AGENCY'S BANK ACCOUNT		
Dit is noodsaaklik dat die bogenoemde oortredingskennis-gewingsnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.			It is essential that the above infringement notice number appears on the deposits together with the following account holder's particulars at any of the listed banks.		
KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP			CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY		
Bank	ABSA	First National	Nedbank	Standard Bank	
Account number					
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres- en telefoonbesonderhede.			Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.		

KGP/NDI (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Missbar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

NOTICE OF CHANGE OF ADDRESS

Soort identifikasie

Type of identification

Identifikasienommer

Identification number

Land van uitreiking
indien buitelandse IDCountry of issue
if foreign ID

Van en voorletters / naam

Surname and initials / name

Nuwe posadres

New postal address

Poskode

Postal Code

Nuwe woonadres

New residential address

(indien verskillend van

(If different from postal address)

Tel no

Fax no

E-mail

Handtekening
SignatureDatum
DateDatum van inwerkingtreding
Date of effect

KWB/NDP

KENNISGEWING VAN GEWEIERDE BETALING

NOTIFICATION OF DISHONOURD PAYMENT

Uitgereik ingevolge artikel 34 van Wet No. 46 van
1998 en regulasie 16

Issued in terms of section 34 of Act No. 46 of 1998
and regulation 16

Datum en verwysingsnommer		1234/12/12 - 12345678		Date and reference number	
BESONDERHEDE VAN OORTREDER			PARTICULARS OF INFRINGER		
Naam	XXXXXXXXXXXXXXXXXX			Name	
Soort identifikasie	XXXXXX			Type of identification	
Identifikasienommer	1234567890123			Identification number	
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX 1234			Residential address	
BESONDERHEDE VAN OORTREDING			PARTICULARS OF INFRINGEMENT		
Oortredingskennisgewingnommer	1234/12345678/1234		Infringement notice number		
Oortreding	XXXXXXXXXX		Infringement		
Soort oortreding	XXXXXXXXXX		Type of infringement		
Datum van oortreding	1234/12/12		Date of infringement		
Uitreikingsgesag	XXXXXXXXXXXXX		Issuing authority		
Boete	R1 000,00		Penalty		
Geld vir hoflikheidsbrief	R50,00		Fee for courtesy letter		
Geld vir onsuksesvolle vertoë	R100,00		Fee for unsuccessful representation		
Geld vir dwangbevel	R50,00		Fee for enforcement order		
Geld vir lasbrief	R150,00		Fee for warrant		
Geld vir geweierde betaling	R50,00		Fee for dishonoured payment		
TOTAAL BETAALBAAR	R1 400,00		TOTAL DUE		
BESONDERHEDE VAN BETALING			DETAILS OF PAYMENT		
Datum van betaling / tjek	1234/12/12		Date of payment / cheque		
Bankverwysing / tjeknommer	12345/123456/1234567890		Bank reference / cheque number		
Finale datum vir betaling	1234/12/12		Final date for payment		
INSTRUKSIES AAN OORTREDER			INSTRUCTION TO INFRINGER		
U word verplig om nie later as die datum op hierdie brief aangedui, die totale bedrag betaalbaar in die bankrekening van die Agentskap te betaal, waarvan die besonderhede hieronder getoon word. LET WEL: U betaling van die bogenoemde boete en geld is deur die bank geweier. Ingevolge regulasie 12(6) sal geen klaringsbewys ten opsigte van enige van u voertuie en geen bestuurslisensie of professionele bestuurspermit aan u uitgereik word nie, totdat daar voldoen is aan hierdie kennisgewing. Indien u nie die betaling teen die datum toegelaat op hierdie kennisgewing maak nie, sal 'n geakkrediteerde balju van die hof opdrag gegee word om die totale bedrag uitstaande van u in te vorder deur beslaglegging en verkoop van u goedere, indien nodig. U sal ook aan 'n kredietburo gerapporteer word en u mag slegs kontant betalings in die toekoms maak.			You are ordered not later than the date indicated on this letter, to pay the total amount due into the bank account of the Agency, the particulars of which appear below. NOTE: Your payment of the abovementioned penalty and fees has been dishonoured. In terms of regulation 12(6) no licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you until this notification has been complied with. If you fail to make the payment at the date allowed on this notice, an approved sheriff of the court will be instructed to collect the total amount due from you by seizure and sale of your property, if necessary. You will also be reported to a credit bureau and you may only make cash payments in future.		
AGENTSAP SE BANKREKENING			AGENCY'S BANK ACCOUNT		
Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke. KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP			It is essential that the above Infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks. CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY		
Bank	ABSA	First National	Nedbank	Standard Bank	
Account number					
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres- en telefoonbesonderhede.			Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.		

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

bar code for
registered mail

Postal code

Postal Code

Datum van Inwerkingtreding
Date of effect

KGB/NPP

KENNISGEWING VAN GEDEELTELIKE BETALING

NOTIFICATION OF PARTIAL PAYMENT

Uitgereik ingevolge artikel 14(3)(b) van Wet No. 46
van 1998

Issued in terms of section 14(3)(b) of Act No. 46
of 1998

Datum en verwysingsnommer 1234/12/12 - 12345678 Date and reference number

BESONDERHEDE VAN OORTREDER

PARTICULARS OF INFRINGER

Naam	XXXXXXXXXXXXXXXXXX	Name
Soort identifikasie	XXXXX	Type of identification
Identifikasienommer	1234567890123	Identification number
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXX	Residential address
	1234	

BESONDERHEDE VAN OORTREDING

PARTICULARS OF INFRINGEMENT

U het versuim om te voldoen aan die volgende:		You have failed to comply with the following:	
Oortredingskenningsgewingsnommer	1234/12345678/1234	Infringement notice number	
Oortreding	XXXXX	Infringement	
Soort oortreding	XXXXXXXXXX	Type of infringement	
Datum van oortreding	1234/12/12	Date of infringement	
Uitreikingsgesag	XXXXXXXXXXXXX	Issuing authority	
Boete betaal	R900,00	Penalty paid	
Boete uitstaande	R100,00	Penalty unpaid	
Geld vir vorige kennisgewings	R200,00	Fee for previous notifications	
Geld vir hierdie kennisgewing	R50,00	Fee for this notification	
TOTAAL BETAALBAAR	R350,00	TOTAL DUE	
Strafpunte	4	Demerit points	

INSTRUKSIES AAN OORTREDER

INSTRUCTION TO INFRINGER

U betaling van die bogenoemde boete is ontvang nadat die 28 dae vanaf betekening van die oortredingskenningsgewing verstryk het. U is vir beide die boete en die geld vir hierdie brief aan die Agentskap aanspreeklik. U kwalifiseer ook nie vir die afslag op die boete nie.

Your payment for the above-mentioned penalty has been received after the 28 days that were allowed, from the service of the infringement notice. You have become liable to pay both the penalty and the fee for this letter to the Agency. You also do not qualify for the discount on the penalty.

Die betaling wat u gemaak het, dien as 'n afbetaling op die totale bedrag uitstaande.

The payment you have made, has been credited to the total amount due.

U mag nie later as 28 dae van die betekening van hierdie brief die uitstaande bedrag in die bankkening van die Agentskap betaal, waarvan die besonderhede hieronder getoon word.

You must not later than 28 days after the date of service of this letter pay the total amount due by you into the bank account of the Agency, the particulars of which appear below.

LET WEL: Indien u nie binne 28 dae betaal nie, sal geen klaringsbewys ten opsigte van enige van u voertuie en geen bestuurslisensie of professionele bestuurspermit aan u uitgereik word nie, totdat die uitstaande bedrag betaal is. As u nie reageer op hierdie kennisgewing nie, sal 'n lasbrief aan u uitgereik om die uitstaande geld in te vorder. Die geld van die lasbrief sal ook deur u verskuldig wees aan die Agentskap.

NOTE: Should you not pay within 28 days, no licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you, until the outstanding amount has been paid. If you fail to comply with this notification, a warrant will be issued against you to recover the fees due. The fee of the warrant will also be payable by you to the Agency.

AGENTSAP SE BANKREKENING

AGENCY'S BANK ACCOUNT

Dit is noodsaaklik dat die bogenoemde oortredingskenningsgewingsnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.

It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.

KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP

CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY

Bank	ABSA	First National	Nedbank	Standard Bank
Account number				

Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres- en telefoonbesonderhede.

Issued by the Registrar, Road Traffic Infringement Agency.
See overleaf for address and telephone details.

KGB/NPP (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

Soort identifikasie

Identifikationsnummer

Land van uitreiking
indien buitenlandse ID

Van en voorletters / naam

Nuwe posadres

Paskode

Nuwe woonadres

(indien verschillend van)

Tel no

Handtekening:
Signature

Fax no

**Datum
Date**

E-mail

Datum van inwerkingtreding
Date of effect

NOTICE OF CHANGE OF ADDRESS

Type of identification

Identification number

Country of issue
if foreign ID

Surname and initials / name

New postal address

Postal Code

New residential address
(If different from postal address)

Tel no	Fax no	E-mail
Handtekening Signature	Datum Date	Datum van inwerkingtreding Date of effect

NPD

Issued in terms of section 22(2)(a) of Act No. 46 of 1998 and regulation 8(3).

[illegible]

Magistrates court address stamp

[illegible]

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No prosecution proceedings were instituted in respect of the following Section 54 notices, ALL ISSUED BY THE ABOVE-MENTIONED ISSUING AUTHORITY.

[illegible]

Date _____

Date _____

KUD/NRE-S

KENNISGEWING VAN UITSLAG VAN AANSOEK VIR TERUG- TREKKING VAN DWANGBEVEL

Ingevolge artikel 20(9) van
Wet No. 46 van 1998 en regulasie 6(6)

NOTIFICATION OF RESULT OF APPLICATION FOR REVOCATION OF ENFORCEMENT ORDER

In terms of section 20(9) of
Act No. 46 of 1998 and regulation 6(6)

Datum en verwysingsnommer 1234/12/12 - 12345678 Date and reference number

BESONDERHEDE VAN OORTREDER

PARTICULARS OF INFRINGER

Naam XXXXXXXXXXXXXXXX Name
Soort identifikasie XXXXX Type of identification
Identifikasienommer 1234567890123 Identification number

BESONDERHEDE VAN OORTREDING

PARTICULARS OF INFRINGEMENT

U het aansoek gedoen vir die terugtrekking van 'n dwangbevel ten opsigte van: You have applied for the revocation of an enforcement order in respect of:

Oortredingskennisgewingnommer 1234/12345678/1234 Infringement notice number
Oortreding XXXXXXXX Infringement
Soort oortreding XXXXXXXX Type of infringement
Datum van oortreding 1234/12/12 Date of infringement
Uitreikingsgesag XXXXXXXXXXXX Issuing authority
Boete R1 000,00 Penalty
Geld vir hoflikheidsbrief R50,00 Fee for courtesy letter
TOTAAL BETAALBAAR R1 050,00 TOTAL DUE
Strafpunte 4 Demerit points

UITSLAG VAN AANSOEK

RESULT OF APPLICATION

Datum ontvang 1234/12/12 Date received
Aansoek suksesvol JAYES Application successful
Effektiewe datum 1234/12/12 Date of effect

U aansoek was suksesvol. Die dwangbevel is teruggetrek.

Your application was successful. The enforcement order has been revoked.

INSTRUKSIES AAN OORTREDER

INSTRUCTIONS TO INFRINGER

U moet nie later as 28 dae van die betekening van hierdie brief:

You must not later than 28 days after the date of service of this letter:

- (a) Die betrokke boete en die geld vir hierdie brief, in die bankrekening van die Agentskap betaal, waarvan die besonderhede hieronder getoon word; of
(b) In die geval van 'n kleiner oortreding, kan u per geregisteerde pos versoë rig aan die Agentskap op vorm VV, verkrygbaar vanaf enige uitreikingsgesag of die Agentskap se internet blad. Indien die Agentskap nie ontvangs binne 21 dae erken nie, moet u die versoë weer per geregisteerde pos stuur; of
(c) Verkies om in die hof verhoor te word, deur die keersy van hierdie vorm te voltooi en dit per geregisteerde pos aan die Agentskap te stuur.

- (a) Pay the above penalty and fee for this letter in the bank account of the Agency, the particulars of which appear below; or

- (b) In the case of a minor infringement, submit a representation by registered mail to the Agency on form RF, obtainable from any issuing authority or the Agency's internet web-site. The Agency will acknowledge receipt within 21 days, failing which you must resubmit your representation per registered mail; or
(c) Elect to be tried in court, by completing the overleaf of this form and submit it by registered mail to the Agency.

LET WEL: As u nie reageer op enige van die opsies aan u beskikbaar nie, sal 'n dwangbevel aan u uitgereik word, waarna u vir die boete sowel as die geld vir die hoflikheidsbrief en dwangbevel aanspreeklik sal wees aan die Agentskap.

NOTE: If you fail to comply with the options available to you, an enforcement order will be issued whereafter you will become liable to pay the penalty and the fees for the courtesy letter and enforcement order to the Agency.

AGENTSAP SE BANKREKENING

AGENCY'S BANK ACCOUNT

Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.

It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.

KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP

CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY

Bank	ABSA	First National	Nedbank	Standard Bank
Account number				

Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap.
Sien keersy vir adres- en telefoonbesonderhede.

Issued by the Registrar, Road Traffic Infringement Agency.
See overleaf for address and telephone details.

Datum/Date

KENNISGEWING VAN UITSLAG VAN AANSOEK VIR TERUG- TREKKING VAN DWANGBEVEL Ingevolge artikel 20(9) van Wet No. 46 van 1998 en regulasie 6(6)		KUD/NRE-U NOTIFICATION OF RESULT OF APPLICATION FOR REVOCATION OF ENFORCEMENT ORDER In terms of section 20(9) of Act No. 46 of 1998 and regulation 6(6)	
Datum en verwysingsnommer		1234/12/12 - 12345678	
BESONDERHEDE VAN OORTREDER		PARTICULARS OF INFRINGER	
Naam	XXXXXXXXXXXXXXXXXX		Name
Soort identifikasie	XXXXX		Type of identification
Identifikasienommer	1234567890123		Identification number
BESONDERHEDE VAN OORTREDING		PARTICULARS OF INFRINGEMENT	
U het aansoek gedoen vir die terugtrekking van 'n dwangbevel ten opsigte van:		You have applied for the revocation of an enforcement order in respect of:	
Oortredingskennisgewingnommer	1234/12345678/1234		Infringement notice number
Oortreding	XXXXXXXXXX		Infringement
Soort oortreding	XXXXXXXXXX		Type of infringement
Datum van oortreding	1234/12/12		Date of infringement
Uitreikingsgesag	XXXXXXXXXXXXX		Issuing authority
Boete	R1 000,00		Penalty
Geld vir hoflikheidsbrief	R0,00		Fee for courtesy letter
Geld vir onsuksesvolle vertoë	R100,00		Fee for unsuccessful representation
Geld vir hierdie kennisgewing	R50,00		Fee for this notification
TOTAAL BETAALBAAR	R1 150,00		TOTAL DUE
Strafpunte	4		Demerit points
UITSLAG VAN AANSOEK		RESULT OF APPLICATION	
Datum ontvang		1234/12/12	
Aansoek suksesvol		NEE/NO	
Effektiewe datum		1234/12/12	
Gronde vir verwerping		Grounds for rejection	
INSTRUKSIES AAN OORTREDER		INSTRUCTION TO INFRINGER	
U moet nie later as 28 dae van die betekening van hierdie kennisgewing, die boete en geld in die bankrekening van die Agentskap betaal, waarvan die besonderhede hieronder getoon word. U kan ook die uitstaande bedrag by enige registrasie-owerheid vir die lisensiering van voertuie of by enige bestuurslisensietoetsentrum betaal. Die strafpunt(e) soos hierbo getoon is teen u naam op die nasionale oortredingsregister aangeteken.		You must not later than 28 days after service of this notice, pay the penalty and fees into the bank account of the Agency, the particulars of which appear below, or at any registering authority for the licencing of vehicles or at any driving licence testing centre. The demerit point(s) indicated above are recorded against your name in the national contraventions register.	
LET WEL: As u nie reageer op hierdie kennisgewing nie, sal 'n lasbrief aan u uitgereik om die uitstaande boete en geld in te vorder. Die geld van die lasbrief sal ook deur u verskuldig wees aan die Agentskap.		NOTE: If you fail to comply with this order, a warrant will be issued against you to recover the penalty and the fees due. The fee of the warrant will also be payable by you to the Agency.	
AGENTSAP SE BANKREKENING		AGENCY'S BANK ACCOUNT	
Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die deposistrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.		It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.	
KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP		CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY	
Bank	ABSA	First National	Nedbank
Account number			Standard Bank
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres en telefoonbesonderhede.		Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.	

KUP/NRI-S (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Missbar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

NOTICE OF CHANGE OF ADDRESS

Soort Identifikasie

Type of identification

Identifikasienommer

Identification number

Land van uitreiking
indien buitelandse IDCountry of issue
if foreign ID

Van en voorletters / naam

Surname and initials / name

Nuwe posadres

New postal address

Poskode

Postal Code

Nuwe woonadres

New residential address

(indien verskillend van)

(if different from postal address)

Tel no

Fax no

E-mail

Handtekening
SignatureDatum
DateDatum van inwerkingtreding
Date of effect

KUP/NRI-S

KENNISGEWING VAN UITSLAG VAN AANSOEK OM PAAIEMENTE

Uitgereik ingevolge Wet No.46 van 1998 en
regulasie 13(5)

NOTIFICATION OF RESULT OF APPLICATION FOR INSTALMENTS

Issued in terms of Act No. 46 of 1998 and
regulation 13(5)

Datum en verwysingsnommer		1234/12/12 - 12345678		Date and reference number	
BESONDERHEDE VAN OORTREDE			PARTICULARS OF INFRINGER		
Naam	XXXXXXXXXXXXXXXXXX		Name		
Soort identifikasie	XXXXX		Type of identification		
Identifikasienommer	1234567890123		Identification number		
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX 1234		Residential address		
BESONDERHEDE VAN OORTREDING			PARTICULARS OF INFRINGEMENT		
Oortredingskennisgewingnommer	1234/12345678/1234		Infringement notice number		
Oortreding	XXXXX		Infringement		
Soort oortreding	XXXXXXXXXX		Type of infringement		
Datum van oortreding	1234/12/12		Date of infringement		
Uitreikingsgesag	XXXXXXXXXXXXX		Issuing authority		
Boete	R1 000,00		Penalty		
Geld vir hoflikheidsbrief	R50,00		Fee for courtesy letter		
Geld vir onsuksesvolle vertoë	R100,00		Fee for unsuccessful representation		
Geld vir dwangbevel	R0,00		Fee for enforcement order		
Geld vir lasbrief	R0,00		Fee for warrant		
TOTAAL BETAALBAAR	R1 150,00		TOTAL DUE		
PAAIEMENT BESONDERHEDE			INSTALMENT PARTICULARS		
Aantal paaielemente	10		Number of instalments		
Maandelikse bedrag	R115,00		Monthly amount		
Wyse van betaling	Kontant / Cash		Manner of payment		
Datum van eerste maandelikse paaielement	1234/12/12		Date of first monthly instalment		
INSTRUKSIES AAN OORTREDER			INSTRUCTIONS TO INFRINGER		
Die maandelikse paaielement betaalbaar moet in die bankrekening van die Agentskap betaal word, waarvan die besonderhede hieronder getoon word. LET WEL: Indien u versuim om die betalings hierbo te maak, of indien enige betaling deur die bank geweer word en u ingebreke om binne 7 dae van die geskeduleerde betaaldatum alternatiewe reëlings te tref, sal 'n geakkrediteerde balju van die hof opdrag gegee word om die totale bedrag uitstaande van u in te vorder deur beslaglegging en verkoop van u goedere, indien nodig. U sal ook aan 'n kredietburo gerapporteer word en slegs kontant betalings sal in die toekoms van u aanvaar word.			The monthly instalment must be paid into the bank account of the Agency, the particulars of which appear below. NOTE: If you fail to make the above payments or if any of such payments are dishonoured, and you neglect to make alternative arrangements within 7 days of the scheduled date of payment, an approved sheriff of the court will be instructed to collect the total amount due from you by seizure and sale of your property, if necessary. You will also be reported to a credit bureau and only cash payments will be accepted from you in future.		
AGENTSAP SE BANKREKENING			AGENCY'S BANK ACCOUNT		
Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke. KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP			It is essential that the above Infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks. CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY		
Bank	ABSA	First National	Nedbank	Standard Bank	
Account number					
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres- en telefoonbesonderhede.			Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.		

KUP/NRI-S (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code for
registered mail

Initials Surname
Postal Address Line 1
Postal Address Line 3
Postal Address Line 4
Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency	Tel	(999) 999 9999
Address Line 1	Fax	(999) 999 9999
Address Line 2	E-mail	mail@aarto.co.za
Address Line 3		
Postal Code		

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

Soort identifikasie
Identifikasienommer
Land van uitreiking
indien buitelandse ID
Van en voorletters / naam

Nuwe posadres	
Poskode	
Nuwe woonadres	
(indien verskillend van	

Tel no	Fax no	E-mail
Handtekening Signature	Datum Date	Datum van inwerkingtreding Date of effect

NOTICE OF CHANGE OF ADDRESS

Type of identification
Identification number
Country of issue
if foreign ID
Surname and initials / name

New postal address
Postal Code
New residential address
(If different from postal address)

KUP/NRI-U

KENNISGEWING VAN UITSLAG VAN AANSOEK OM PAAIEMENTE

Uitgereik ingevolge Wet No.46 van 1998 en
regulasie 13(5)

NOTIFICATION OF RESULT OF APPLICATION FOR INSTALMENTS

Issued in terms of Act No. 46 of 1998 and
regulation 13(5)

Datum en verwysingsnommer 1234/12/12 - 12345678 Date and reference number

BESONDERHEDE VAN OORTREDE

PARTICULARS OF INFRINGER

Naam	XXXXXXXXXXXXXXXXXX	Name
Soort identifikasie	XXXXX	Type of identification
Identifikasienommer	1234567890123	Identification number
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXX	Residential address
	1234	

BESONDERHEDE VAN OORTREDING

PARTICULARS OF INFRINGEMENT

Oortredingskennisgewingnommer	1234/12345678/1234	Infringement notice number
Oortreding	XXXXX	Infringement
Soort oortreding	XXXXXXXXXX	Type of infringement
Datum van oortreding	1234/12/12	Date of infringement
Uitreikingsgesag	XXXXXXXXXXXXX	Issuing authority
Boete	R1 000,00	Penalty
Geld vir hoflikheidsbrief	R50,00	Fee for courtesy letter
Geld vir onsuksesvolle vertoë	R0,00	Fee for unsuccessful representation
Geld vir dwangbevel	R0,00	Fee for enforcement order
Geld vir lasbrief	R0,00	Fee for warrant
TOTAAL BETAALBAAR	R1 050,00	TOTAL DUE

UITSLAG VAN AANSOEK

RESULT OF APPLICATION

Datum ontvang	1234/12/12	Date received
Aansoek suksesvol	NEE/NO	Application successful
Effektiewe datum	1234/12/12	Date of effect

INSTRUKSIES AAN OORTREDER

INSTRUCTIONS TO INFRINGER

U moet nie later as 28 dae van die betekening van hierdie kennisgewing, die boete en geld in die bankrekening van die Agentskap betaal, waarvan die besonderhede hieronder getoon word.

You must not later than 28 days after service of this notice, pay the penalty and fees into the bank account of the Agency, the particulars of which appear below.

LET WEL: Indien u nie op hierdie kennisgewing reageer nie, sal 'n dwangbevel aan u uitgereik word waarna u vir die boete sowel as die geld vir die hoflikheidsbrief (indien van toepassing) en dwangbevel (indien van toepassing) aan die Agentskap aanspreeklik sal wees.

NOTE: If you fail to comply with this notice, an enforcement order will be issued whereafter you will become liable to pay the penalty and the fees for the courtesy letter (if applicable) and enforcement order (if applicable) to the Agency.

AGENTSAP SE BANKREKENING

AGENCY'S BANK ACCOUNT

Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste banke.

It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.

KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP

CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY

Bank	ABSA	First National	Nedbank	Standard Bank
Account number				

Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap.
Sien keersy vir adres- en telefoonbesonderhede.

Issued by the Registrar, Road Traffic Infringement Agency.
See overleaf for address and telephone details.

KUP/NRI-U (99/02)

POSTAGE
LOGO

REPUBLIC OF SOUTH AFRICA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

Soort identifikasie

Identifikationsnummer

Land van uitreiking
indien buitenlandse ID

Van en voorletters / naam

Nuwe posadres

Poskode

Nuwe woonadres

(indien verschillend van)

Tel no

**Handtekening
Signature**

Fax no

Datum
Date

E-mail

Datum van inwerkingtreding
Date of effect

NOTICE OF CHANGE OF ADDRESS

Type of identification

Identification number

Country of issue
if foreign ID

Surname and initials / name

New postal address

Postal Code

New residential address
(If different from postal address)

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA KAM/NRO

KENNISGEWING TEN AANTEKENING VAN
PADVERKEERSMISDRYFUitgereik Ingevolge artikel 20(1)(b), (c) en (d) van
Wet No. 46 van 1998NOTIFICATION OF RECORDING OF
ROAD TRAFFIC OFFENCEIssued in terms of section 20(1)(b),(c) and (d) of
Act No. 46 of 1998

Kragtens die Wet op die Administratiewe Beregtiging van Padverkeersmisdrywe (Wet No. 46 van 1998), word u hiermee in kennis gestel dat die volgende misdryf soos voorgeskryf in Bylae 3 van die Regulasies op die Administratiewe Beregtiging van Padverkeersmisdrywe, 1999, in die nasionale oortredingsregister aangeteken is:

In terms of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998), you are informed that the following offence as prescribed in Schedule 3 of the Administrative Adjudication of Road Traffic Offences Regulations, 1999, has been recorded in the national contravention register:

Naam	PL Van Staden	Name
Soort identifikasie	Verkeersreg. Nr./Traffic reg. no.	Type of identification
Identifikasienommer	9112345061234	Identification number
Land van uitreiking	Suid-Afrika/South Africa	Country of issue
Bestuurslisensie(s)	A1, EC	Driving licence(s)
Professionele bestuurspermit	G,P	Professional driving permit
Operateurskaart	Nee/No	Operator card
Voertuig registrernommer	NVT/NA	Vehicle register number
Voertuig registrasienommer	FGH 123 GP	Vehicle registration number
Soort kennisgewing	Oortreding/Infringement	Type of notice
Kennisgewingnommer	A3876564	Notice number
Ten opsigte van	Bestuurder/Driver	In respect of
Padverkeersmisdryf	Lisensie nie in voertuig/Licence not in vehicle	Road traffic offence
Strafpunte	2	Demerit points
Datum van padvedrkeersmisdryf	1998/10/09	Date of road traffic offence
Datum van aantekening	1998/10/30	Date of recording
Strafpunte aangeteken*	0	Demerit points recorded*
Uitreikingsgesag	Pretoria	Issuing authority
Geakkumuleerde strafpunte en geprojekteerde datum waarop strafpunte sal verminder na nul tot:		Accumulated demerit points and projected date when accumulated points will be reduced to zero iro:
Bestuurder/Professionele bestuurder	14	2002/05/31
Operateur	0	NVT/NA
		Driver/Professional driver
		Operator

*Indien geen strafpunte reeds aangeteken is nie, dui dit slegs aan dat strafpunte vir 'n gelyktydige misdryf aangeteken is op dieselfde kennisgewing en reeds in berekening gebring is.

*If no demerit points are recorded, this is an indication that only demerit points for a simultaneous offence have been recorded on the same notice and have already been calculated.

Die uiteensetting van uitstaande boetes* ten opsigte van oortredingskennisgewing(s) is as volg:

The breakdown of outstanding penalties* in respect of infringement notice(s) are as follow

Boete	R 250.00	Penalty
Vertoë-geld	R 0.00	Representation fee
Hoflikheidsbriefgeld	R 50.00	Courtesy letter fee
Dwangbevelgeld	R 50.00	Enforcement order fee
Lasbriefgeld	R 100.00	Warrant fee
Totale bedrag betaalbaar	R 450.00	Total amount payable

*Alvorens bostaande uitstaande bedrae ten volle vereffen is, sal geen bestuurslisensies, operateurskaarte, klaringsbewysse tov u motorvoertuie, ens uitgereik word nie.

*Unless the above-mentioned amounts have been fully paid, no driving licences, operator cards, clearance certificates iro your motor vehicles, etc will be issued.

Kragtens artikel 26 (1) van die Wet word 'n persoon gediskwalifiseer om 'n motorvoertuig te bestuur of te gebruik, indien daardie persoon se strafpunte die maksimum totaal oorskry soos beoog in die artikel 29 (d) van die Wet.

In terms of section 26 (1) of the Act a person is disqualified from driving or operating a motor vehicle should that person's demerit points exceed the maximum number of demerit points as contemplated in section 29 (d) of the Act.

Maksimum aantal strafpunte tov bestuurder	12	Maximum number of demerit points iro driver
Maksimum aantal strafpunte tov professionele bestuurder	12	Maximum number of demerit points iro professional driver
Maksimum aantal strafpunte tov operateur	12	Maximum number of demerit points iro operator
Puntevermindingsperiode tov 1 strafpunt	3 maande / 3 months	Points reduction period iro 1 demerit point

Navrae moet aan die Padverkeersoortredingsagentskap gerig word. Sien keersy vir adres en telefoon besonderhede.

Enquires must be directed to the Road Traffic Infringement Agency. See overleaf for address and telephone details.

POSTAGE
LOGO

KAM/NRO(15/02)

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

Initials Surname

Postal Address Line 1

Postal Address Line 2

Postal Address Line 3

Postal Address Line 4

Postal Address Line 5

Postal Code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar : Road Traffic Infringement Agency	Tel	(999) 999 9999
Address Line 1	Fax	(999) 999 9999
Address Line 2	E-mail	mail@aarto.co.za
Address Line 3		
Postal Code		

KENNISGEWING VAN ADRESVERANDERING

Soort identifikasie
Identifikasienommer

Land van uitreiking
indien buitelandse ID

Van en voor-
letters/naam

Nuwe
posadres

Poskode

Nuwe straat-
adres (indien
verskil van
posadres)

Poskode

Adres Domicilium Citandi
Et Executandi

posadres postal address	straatadres street address
----------------------------	-------------------------------

Handtekening
Signature

Datum
Date

Datum van inwerkingtreding
Date of effect

KVB1/NCP1
NOTICE OF CHANGE OF ADDRESS

Type of identification
Identification number

Country of issue
if foreign ID

Surname and
initials/name

New
postal address

Postal code

New street
address (if
different from
postal address)

Postal code

Address Domicilium Citandi
Et Executandi

KENNISGEWING VAN UITSLAG VAN VERTOË		NOTIFICATION OF RESULT OF REPRESENTATION	
Uitgereik ingevolge artikel 18(5)(c)(ii) van Wet No. 46 van 1998 en regulasie 4		Issued in terms of section 18(5)(c)(ii) of Act No. 46 of 1998 and regulation 4	
Datum en verwysingsnommer		Date and reference number	
1234/12/12 - 12345678			
BESONDERHEDE VAN OORTREDER		PARTICULARS OF INFRINGER	
Naam	XXXXXXXXXXXXXXXXXX	Name	
Soort identifikasie	XXXXXX	Type of identification	
Identifikasienommer	1234567890123	Identification number	
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX 1234	Residential address	
BESONDERHEDE VAN OORTREDING		PARTICULARS OF INFRINGEMENT	
U het vertoë gerig ten opsigte van:		You have submitted representation in respect of:	
Oortredingskennisgewingnommer	1234/12345678/1234	Infringement notice number	
Oortreding	XXXXXXXXXX	Infringement	
Soort oortreding	XXXXXXXXXX	Type of infringement	
Datum van oortreding	1234/12/12	Date of infringement	
Uitreikingsgesag	XXXXXXXXXXXXX	Issuing authority	
Boete	R1 000,00	Penalty	
Geld vir hoflikheidsbrief	R0,00	Fee for courtesy letter	
Geld vir onsuksesvolle vertoë	R100,00	Fee for unsuccessful representation	
TOTAAL BETAALBAAR	R1 100,00	TOTAL DUE	
Strafpunte	4	Demerit points	
UITSLAG VAN AANSOEK		RESULT OF APPLICATION	
Datum ontvang	1234/12/12	Date received	
Vertoë suksesvol	NEE/NO	Representation successful	
Oortredingskennisgewing gekanselleer	NEE/NO	Infringement notice cancelled	
Effektiewe datum	1234/12/12	Date of effect	
Gronde vir verwerping		Grounds for rejection	
INSTRUKSIES AAN OORTREDER		INSTRUCTION TO INFRINGER	
U moet nie later as 28 dae van die betekening van hierdie kennisgewing, die boete en geld in die bankrekening van die Agentskap betaal, waarvan die besonderhede hieronder getoon word.		You must not later than 28 days after service of this notice, pay the penalty and fees into the bank account of the Agency, the particulars of which appear below.	
LET WEL: Indien u nie op hierdie kennisgewing reageer nie, sal 'n dwangbevel aan u uitgereik word waarna u vir die boete sowel as die geld vir die hoflikheidsbrief (indien van toepassing), onsuksesvolle vertoë en dwangbevel (indien van toepassing) aan die Agentskap aanspreeklik sal wees.		NOTE: If you fail to comply with this notice, an enforcement order will be issued whereafter you will become liable to pay the penalty and the fees for the courtesy letter (if applicable), unsuccessful representation and enforcement order (if applicable) to the Agency.	
AGENTSAP SE BANKREKENING		AGENCY'S BANK ACCOUNT	
Dit is noodsaaklik dat die bogenoemde oortredingskennisgewingnommer op die depositostrokke verskyn, saam met die volgende rekeninghouer se besonderhede by enige van die gelyste bankke.		It is essential that the above infringement notice number appears on the deposit slip, together with the following account holder's particulars at any of the listed banks.	
KREDITEER: PADVERKEERSOORTREDINGSAGENTSAP		CREDIT: ROAD TRAFFIC INFRINGEMENT AGENCY	
Bank	ABSA	First National	Nedbank
Account number			Standard Bank
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres en telefoonbesonderhede.		Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.	

KUV/NRR-S

KENNISGEWING VAN UITSLAG VAN VERTOË

NOTIFICATION OF RESULT OF REPRESENTATION

Uitgereik ingevolge artikel 18(6) van Wet No. 46
van 1998 en regulasie 4

Issued in terms of section 18(6) of Act No. 46 of
1998 and regulation 4

Datum en verwysingsnommer		1234/12/12 - 12345678		Date and reference number	
BESONDERHEDE VAN OORTREDER			PARTICULARS OF INFRINGER		
Naam	XXXXXXXXXXXXXXXXXX		Name		
Soort identifikasie	XXXXX		Type of identification		
Identifikasienommer	1234567890123		Identification number		
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXX 1234		Residential address		
BESONDERHEDE VAN OORTREDING			PARTICULARS OF INFRINGEMENT		
U het vertoë gerig ten opsigte van:		You have submitted a representation in respect of:			
Oortredingskennisgewingnommer	1234/12345678/1234		Infringement notice number		
Oortreding	XXXXX		Infringement		
Soort oortreding	XXXXXXXXXX		Type of infringement		
Datum van oortreding	1234/12/12		Date of infringement		
Uitreikingsgesag	XXXXXXXXXXXXX		Issuing authority		
TOTAAL BETAALBAAR	0		TOTAL DUE		
Strafpunte	0		Demerit points		
UITSLAG VAN AANSOEK			RESULT OF APPLICATION		
Datum ontvang	1234/12/12		Date received		
Vertoë suksesvol	JAYES		Representation successful		
Oortredingskennisgewing gekanselleer	JAYES		Infringement notice cancelled		
Datum van kansellasië	1234/12/12		Date of cancellation		
U IS NIE AANSPREEKLIK VIR DIE BOETE EN DIE GELD TEN OPSIGTE VAN DIE BOGENOEMDE BEWEERDE OORTREDING NIE EN GEEN STRAFPUNTE SAL TEEN U AANGETEKEN WORD OP DIE NASIONALE OORTREDINGSREGISTER NIE.		YOU ARE NOT LIABLE TO PAY THE PENALTY OR FEES IN RESPECT OF THE ABOVE ALLEGED INFRINGEMENT AND YOU WILL NOT INCUR ANY DEMERIT POINTS ON THE NATIONAL CONTRAVENTION REGISTER.			
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir die adres en telefoon besonderhede.			Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details		

KUV/NRR-S (99/02)

POSTAGE
LOGO

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

bar code for
registered mail

Initials Surname

Postal Address Line 1

Postal Address Line 3

Postal Address Line 4

Postal code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar: Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@aarto.co.za

Address Line 3

Postal Code

KVB1/NCP1

KENNISGEWING VAN ADRESVERANDERING

NOTICE OF CHANGE OF ADDRESS

Soort identifikasie

Type of identification

Identifikasienommer

Identification number

Land van uitreiking
indien buitelandse ID

Country of issue
if foreign ID

Van en voorletters / naam

Surname and initials / name

Nuwe posadres

New postal address

Poskode

Postal Code

Nuwe woonadres

New residential address

(indien verskillend van

(if different from postal address)

Tel no

Fax no

E-mail

Handtekening
Signature

Datum
Date

Datum van inwerkingtreding
Date in effect

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

KOK/NSC

KENNISGEWING TEN OPSIGTE VAN
OPSKORTINGS EN KANSELLASIESWet op die Administratiewe Beregtiging van
Padverkeersmisdrywe (Wet No. 46 van 1998)NOTIFICATION IN RESPECT OF
SUSPENSIONS AND CANCELLATIONSAdministrative Adjudication of Road Traffic
Offences Act (Act No. 46 of 1998)

Kragtens artikel 26 van die Wet op die Administratiewe Beregtiging van Padverkeersmisdrywe (Wet No. 46 van 1998), word u hiermee in kennis gestel dat u die maksimum aantal strafpunte ten opsigte van padverkeersmisdrywe oorskry het. U bestuurslisensie(s), professionele bestuurspermit en/of operateurskaart is opgeskort of gekanselleer en enige aansoek om so 'n dokument sal geweier word vir die periode soos aangedui ingevolge hierdie kennisgewing.

In terms of section 26 of the Administrative Adjudication of Road Traffic Offences Act (Act No. 46 of 1998), you are informed that you have exceeded the maximum total of demerit points in respect of road traffic infringements and offences. Your driving licence(s), professional driving permit and/or operator card are suspended or cancelled and any application for such a document will be refused for the period as indicated in terms of this notice.

Naam	PL Van Staden	Name
Soort identifikasie	Verkeersreg. Nr./Traffic reg. no.	Type of identification
Identifikasienommer	9112345061234	Identification number
Land van uitreiking	Suid-Afrika/South Africa	Country of issue
Bestuurslisensie(s)	A1, EC	Driving licence(s)
Professionele bestuurspermit	P,G	Professional driving permit
Operateurskaart	Nee/No	Operator card
Voertuig registrasienommer	NVT/NA	Vehicle register number
Strafpunte tov bestuurder/professionele bestuurder	14	Demerit points iro driver/professional driver
Strafpunte tov operateur	0	Demerit points iro operator
Effektiewe datum	1998/10/10	Effective date

Kragtens artikel 26 (1) van die Wet word 'n persoon gediskwalifiseer om 'n motorvoertuig te bestuur of te gebruik indien daardie persoon se strafpunte die maksimum totaal oorskry soos beoog in die artikel 29 (d) van die Wet. Vir elke strafpunt bo die maksimum toelaatbare vlak word die diskwalifiserings tydperk bereken in maande, vermenigvuldig met 'n getal soos voorgeskryf deur die Minister. Sou u bestuurslisensie(s), professionele bestuurspermit en/of operateurskaart opgeskort word, is u behoudens artikel 25(3)(a) verplig om u bestuurslisensie, professionele bestuurspermit en/of operateurskaart onverwyld by die uitreikingsgesag, waar u woonagtig is, in te handig. Nadat die diskwalifiserings tydperk verstryk het, kan u aansoek doen by die uitreikingsgesag om die bestuurslisensie(s) en/of professionele bestuurspermit terug te handig of om 'n heruitreiking van 'n operateurskaart.

In terms of section 26(1) of the Act a person is disqualified from driving or operating a motor vehicle should that person's demerit points exceed the maximum number of demerit points as contemplated in section 29 (d) of the Act. For each demerit point above the upper threshold limit, the disqualification period, calculated in months, is multiplied by a number as prescribed by the Minister. Should your driving licence(s), professional driving permit and/or operator card be suspended, you are, subject to section 25(3)(a), obliged to forthwith surrender your driving licence(s), professional driving permit and/or operator card, at the issuing authority where you reside. After the disqualification period has expired, you may apply at the issuing authority to return the driving licence and/or professional driving permit or to reissue an operator card.

Kragtens artikel 27 van die Wet word 'n persoon se bestuurslisensie, professionele bestuurspermit en/of operateurskaart ingetrek, indien 'n persoon vir 'n derde keer gediskwalifiseer word om 'n motorvoertuig te bestuur of te gebruik, ingevolge strafpunte opgeloopt bo die maksimum toelaatbare vlak. Sou u bestuurslisensie(s), professionele bestuurspermit en/of operateurskaart gekanselleer word, is u behoudens artikel 27(1) verplig om u bestuurslisensie(s), professionele bestuurspermit en/of operateurskaart onverwyld by die uitreikingsgesag, waar u woonagtig is, in te handig. Nadat die diskwalifiserings tydperk verstryk het, kan u heraansoek doen vir die uitreiking van 'n bestuurslisensie, professionele bestuurspermit (PrBP) en/of operateurskaart.

In terms of section 27 of the Act a person's driving licence, professional driving permit and/or operator card will be cancelled, should a person be disqualified for a third time to drive or operate a motor vehicle, in respect of demerit points incurred above the maximum threshold limit. Should your driving licence(s), professional driving permit and/or operator card be cancelled, you are, subject to section 27(1), obliged to forthwith surrender your driving licence(s), professional driving permit and/or operator card, at the issuing authority where you reside. After the disqualification period has expired, you may apply at the issuing authority to return the driving licence and/or professional driving permit (PrBP) or to reissue an operator card.

Dokument(e) opgeskort	Driving licence Professional driving permit	Document(s) suspended
Dokument(e) gekanselleer	NVT/NA	Document(s) cancelled
Diskwalifiseringsperiode tov bestuurslisensie(s)	1998/10/10 tot 1999/04/09	Disqualification period iro driving licence(s)
Diskwalifiseringsperiode tov PrBP	1998/10/10 tot 1999/04/09	Disqualification period iro PrBP
Diskwalifiseringsperiode tov operateurkaart	NVT/NA tot NVT/NA	Disqualification period iro operator card
Aantal vorige opskortings tov bestuurder	1	Number of previous suspensions iro driver
Aantal vorige opskortings tov PrBP	1	Number of previous suspensions iro PrBP
Aantal vorige opskortings tov operateur	0	Number of previous suspensions iro operator

Navrae moet aan die Padverkeersoordedingingsagentskap gerig word.
Sien keersy vir adres en telefoon besonderhede.

Enquiries must be directed to the Road Traffic Infringement Agency.
See overleaf for address and telephone details.

POSTAGE
LOGO

KOR: NISC(95/2)

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AAN/TO: Sy Edele/Prof/Dr/Ds/Mnr/Mev/Me/Mej
The Honourable/Prof/Dr/Rev/Mr/Mrs/Ms/Miss

Initials Surname

Postal Address Line 1

Postal Address Line 2

Postal Address Line 3

Postal Address Line 4

Postal Address Line 5

Postal Code

INDIEN ONAFGELEWER BINNE 14 DAE STUUR ASSEBLIEF TERUG AAN AFSENDER:
IF UNDELIVERED WITHIN 14 DAYS PLEASE RETURN TO SENDER:

The Registrar : Road Traffic Infringement Agency

Tel (999) 999 9999

Address Line 1

Fax (999) 999 9999

Address Line 2

E-mail mail@arto.co.za

Address Line 3

Postal Code

KENNISGEWING VAN ADRESVERANDERING

Soort identifikasie
Identifikasienommer

Land van uitreiking
indien buitelandse ID

Van en voor-
letters/naam

Nuwe
posadres

Poskode

Nuwe straat-
adres (indien
verskil van
posadres)

Poskode

Adres Domicilium Citandi
Et Executandi

posadres
postal address

straatadres
street address

Handtekening
Signature

Datum
Date

Datum van inwerkingtreding
Date of effect

KVB1/NCP1
NOTICE OF CHANGE OF ADDRESS

Type of identification
Identification number

Country of issue
if foreign ID

Surname and
initials/name

New
postal address

Postal code

New street
address (if
different from
postal address)

Postal code

Address Domicilium Citandi
Et Executandi

BMG/DOH I

**Administrative Adjudication of Road Traffic Offences Act
(Act No. 46 of 1998)**

Kwitansienommer	#c\$\$\$\$\$\$\$#	Receipt number
Totale bedrag ontvang	#c\$\$\$\$\$\$\$#	Total amount received
Datum	#c\$\$\$\$\$#	Date
Ontvang deur	#c\$#	Received by

LUR opskorting/kansellingering	#c\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$# #i\$\$\$\$\$\$\$\$\$r#	#c\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$# #i\$\$\$\$\$\$\$\$\$r#	MEC suspension/cancellation
AARTO opskorting/kansellingering	#c\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$# #i\$\$\$\$\$\$\$\$\$r#	#c\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$# #i\$\$\$\$\$\$\$\$\$r#	AARTO suspension/cancellation
Aantal vorige opskortings	#c\$#	#c\$#	Number previously suspended
Geakkumuleerde strafpunten	#c\$#	#c\$#	Accumulated demerit points
Geprojecteerde punteverminderingdatum	#c\$\$\$\$\$\$\$#	#c\$\$\$\$\$\$\$#	Projected points reduction date

[illegible]

#rDSSSSSSSSSSSSSSSSSSSS#

VERTOEVORM Ingevolge artikel 18 en 19 (2)(b)(i) van Wet No. 46 van 1998 en regulasie 3(1)		REPRESENTATION FORM In terms of section 18 and 19 (2)(b)(i) of Act No. 46 of 1998 and regulation 3(1)	
Uitreikingsgesag: Issuing Authority: _____	Datum van oortreding: Date of infringement: _____		
Oortredingskenningsnommer: Infringement notice number: _____	JAAR / YEAR MM DD		
BESONDERHEDE VAN OORTREDER Persoon geïdentifiseer as die beweerde oortreder op die bogenoemde oortredingskenningsgewing INFRINGER DETAILS Person identified as the alleged infringer on the above infringement notice.			
Identifikasienommer: Identification number: _____	Soort identifikasie: Identification type: _____		
Van (en voorletters): Name (and initials): _____	Verkeersregistrasienommer Traffic register number RSA-ID dokument RSA-ID document Buitelandse-ID Foreign-ID Besigheidsregistrasienommer Business registration number		
Woonadres / Residential address _____ _____ _____	Werksadres / Work address _____ _____ _____		
Poskode / Postal Code _____	Poskode / Postal Code _____		
Posadres / Postal address (indien verskillend van woonadres / if different from above) _____ _____ _____	Telefoonkode- en nommer: Telephone code and number: (____) _____ Faksimilekode- en nommer: Facsimile code and number: (____) _____ E-posadres: E-mail address: _____		
Telefoonkode- en nommer: Telephone code and number: (____) _____	Voertuigregistrasienommer: Vehicle registration number: _____		
BESONDERHEDE VAN VERTOË Dui met 'n (X) aan, die opsie van toepassing op u en verskaf 'n volledige verduideliking daarvan in die ruimte hieronder. PARTICULARS OF REPRESENTATION Indicate with a (X), the option applicable to you and provide a detailed explanation thereof in the space below.			
Ek is nie verskuldig om die boete te betaal nie want - I am not liable to pay the penalty because - die toerusting wat gebruik was, was nie in 'n behoorlike werkende toestand nie; of the equipment used or applied was not in proper working condition; or tydens die oortreding het ek myself in 'n noodsituasie bevind (voldoende bewys hiervan moet verskaf word); of at the time of the infringement I found myself in a state of emergency (sufficient proof must be provided); or Die betrokke verkeersleken was nie duidelik sigbaar nie; of the applicable road traffic sign was not clearly visible; or die beampte se sig was beperk; of the official's view was limited; or die besonderhede van die beweerde oortreding is verkeerd; of the particulars of the alleged infringement are incorrect; or ek was nie die bestuurder tydens die oortreding nie en die bestuurder word genomineer op die keersy van hierdie vorm; of I was not the driver at the time the infringement took place and the actual driver is nominated on the overleaf hereof; or enige ander rede wat nie hierbo genoem is nie. of another reason not mentioned above.			
Ek besef dat die vertoë onsuksesvol kan wees waarna ek vir die boete sowel as uitstaande gelde aan die Agentskap verskuldig sal wees. I know that the representation may be rejected after which I will be liable to pay the penalty and all outstanding fees to the Agency.			
INSTRUKSIES AAN OORTREDER INSTRUCTIONS TO INFRINGER			
Die vertoë moet deur die oortreder voor die kommissaris van ede geteken word, op die keersy hiervan.	The infringer must sign the representation before a commissioner of oaths on the overleaf.		
Die vertoë moet per geregistreerde pos aan die Agentskap gestuur word.	The infringer must submit the representation to the Agency by registered mail.		
Die oortreder moet 'n kopie van die vertoë hou vir eie rekord.	A copy of the representation must be kept for own record.		
Die Agentskap sal ontvangs binne 21 dae erken. Indien ontvangs nie erken word nie, moet die vertoë weer gestuur word.	The Agency will acknowledge receipt within 21 days, failing which the infringer must resubmit the representation.		

BEVESTIGING / AFFIRMATION

Datum / Date

Datum / Date

SERTIFIKAAT VAN KOMMISSARIS VAN EDE CERTIFICATE OF THE COMMISSIONER OF OATHS

Datum / Date

Full names, office held and business address to be supplied in the space below.

BESONDERHEDE VAN KOMMISSARIS VAN EDE PARTICULARS OF COMMISSIONER OF OATHS

Fetal code

**NOMINASIE VAN BESTUURDER OF
PERSOON IN BEHEER**

**NOMINATION OF DRIVER OR PERSON
IN CONTROL**

Postal Code:

Handtekening van oortreder / Signature of infringer

Postal Code

Attached hereto is a photocopy of the title page of the driver's identification document and driving licence.

LASBRIEF		WARRANT	
Uitgereik ingevolge artikel 21 van Wet No. 46 van 1998 en regulasie 7		Issued in terms of section 21 of Act No. 46 of 1998 and regulation 7	
Datum en verwysingsnommer	1234/12/12 - 12345678	Date and reference number	
BESONDERHEDE VAN OORTREDER		PARTICULARS OF INFRINGER	
Naam	XXXXXXXXXXXXXXXXXX	Name	
Soort identifikasie	XXXXX	Type of identification	
Identifikasienommer	1234567890123	Identification number	
Woonadres	XXXXXXXXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXX 1234	Residential address	
BESONDERHEDE VAN OORTREDING		PARTICULARS OF INFRINGEMENT	
U het versuim om te voldoen aan die volgende:		You have failed to comply with the following:	
Oortredingskennisgewingnommer	1234/12345678/1234	Infringement notice number	
Oortreding	XXXXX	Infringement	
Soort oortreding	XXXXXXXXXX	Type of infringement	
Datum van uitreiking	1231/12/12	Date of issue	
Uitreikingsgesag	XXXXXXXXXXXXX	Issuing authority	
Boete	R1000,00	Penalty	
Geld vir hoflikheidsbrief	R50,00	Fee for courtesy letter	
Geld vir onsuksesvolle vertoë	R100,00	Fee for unsuccessful representations	
Geld vir dwangbevel	R50,00	Fee for enforcement order	
Geld vir lasbrief	R150,00	Fee for warrant	
TOTAAL BETAALBAAR	R1 350,00	TOTAL DUE	
Strafpunte toegeken	4	Demerit points incurred	
INSTRUKSIES AAN OORTREDER		INSTRUCTIONS TO INFRINGER	
U word verplig om binne 7 dae van die betekening van hierdie lasbrief, die uitstaande bedrag in kontant aan die balju, by enige registrasie-owerheid vir die lisensiering van u voertuie of by enige bestuurslisensie-toetsentrum betaal. Die strafpunte soos hierbo getoon is reeds teen u naam aangeteken op die nasionale oortredingsregister. LET WEL: Geen klaringsbewys ten opsigte van enige van u voertuie en geen bestuurslisensie of professionele bestuurspermit sal aan u uitgereik word nie, totdat daar voldoen is aan hierdie lasbrief of dit gekanselleer word. As u nie binne 7 dae reageer op hierdie lasbrief nie, sal 'n geakkrediteerde balju van die hof die totale bedrag betaalbaar van u invorder kragtens Wet No. 90 van 1986.		You are ordered to pay within 7 days after the date of service of this warrant, the total amount due by you in cash to the sheriff, at any registering authority for the licencing of vehicles or at any driving licence testing centre. The demerit points indicated above have been recorded against your name in the national contraventions register. NOTE: No licence disc in respect of any of your vehicles and no driving licence or professional driving permit will be issued to you, until this warrant has been complied with or has been cancelled. If you fail to comply with this warrant within 7 days an approved sheriff of the court will execute this warrant for the total amount due in terms of Act No. 90 of 1986.	
Uitgereik deur die Registrateur, Padverkeersoortredingsagentskap. Sien keersy vir adres- en telefoonbesonderhede.		Issued by the Registrar, Road Traffic Infringement Agency. See overleaf for address and telephone details.	

LUWE (99/02)

SHERIFF'S ORDERS

Issued in terms of section 21 of Act No. 46 of 1998 and regulation 7

To: The Sheriff
 XXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXX
 XXXX

This warrant may be executed by any sheriff
 appointed in terms of section 12 of Act No. 46 of
 1998 or the Sheriff's Act No. 90 of 1986 and
 empowered to execute a warrant

1. You are hereby ordered by the Registrar of the Road Traffic Infringement Agency to execute the terms set out in this warrant on the person referred to as the infringer on the overleaf hereof.
2. The result of the execution must be reported to the Agency.
- 3.1 Whereas the said infringer failed to comply with the requirements of the infringement notice, courtesy letter and enforcement order served on him or her in terms of the Act; and
- 3.2 Whereas the registrar is satisfied that the mentioned documents were served on the infringer, the penalty and fees have not been paid, there are no pending representations in the case of minor infringements, the infringer has not elected to be tried in court, and the infringer was at the time of the alleged infringement either the operator, owner or driver of the motor vehicle;
- 3.3 If the infringer presents a cheque for payment of the penalty and fees due or part thereof, the sheriff:
 - must make an inventory as contemplated in Rule 41(1) of the Magistrates' Court Act, 1944;
 - may not accept postdated cheques; and
 - must cancel the said inventory if the cheque contemplated in paragraph (a) is honoured.
- 3.4 This is therefore to authorise and require you the sheriff to do the following, if the infringer has not paid the penalty and fees on the overleaf hereof **within 7 days** of service of a photocopy of the overleaf:
 - seize and sell movable property in terms of section 21(1)(a) of Act No. 46 of 1998 to the amount of the total amount due on the overleaf;
 - seize the professional driving permit and/or driving licence of the infringer in terms of section 21(1)(b) of Act No. 46 of 1998;
 - deface the licence disk (and operator card, if applicable) of a motor vehicle of which the infringer is the owner (or operator) in terms of section 21(1)(c) (or (d)) of Act No. 46 of 1998;
 - immobilise the motor vehicle of which the infringer is the owner or registered operator.

RESULT OF EXECUTION

- 1.1 Photocopy of overleaf served on the infringer on _____ and the import thereof explained by (sign) _____.
- 1.2 Photocopy of overleaf received on above date and explanation acknowledged by (sign) _____.
2. Proof of payment of the total amount due in terms of regulation 6(2) submitted by infringer on _____, a certified photocopy of which is attached.
3. Warrant executed on _____ in the following manner:
- 3.1 Paid in cash to me the amount of R _____ (Signature of infringer)

- seized the professional driving permit and/or driving licence	Yes _____	No _____
- defaced the licence disk / operator card	Yes _____	No _____
- immobilise motor vehicle	Yes _____	No _____

 Sheriff

 Date

SKRIFTELIKE TOESTEMMING OM TOEGANG TOT STRAFPUNTINLIGTING

WRITTEN PERMISSION TO ACCESS DEMERIT POINTS INFORMATION

STT/WPA

Ingevolge artikel 33(2) van
Wet No. 46 van 1998 en regulasie 25

In terms of section 33(2) of
Act No. 46 of 1998 and regulation 25

BESONDERHEDE VAN PERSOON

PARTICULARS OF PERSON

Soort identifikasie (merk met X)	☐ verkeersregisternr. traffic register no.	☐ RSA-ID-dok. RSA-ID-doc.	☐ buitelandse ID. foreign ID.	☐ besigh.reg.nr. business reg. no.	Type of identification (mark with X)
Identifikasienommer					Identification number
Land van uitreiking indien buitelandse ID					Country of issue if foreign ID
Van/naam van instelling					Surname/name of organisation
Voorletters en voorname (hoogstens 3)					Initials and first names (not more than 3)
Posadres					Postal address
Poskode					Postal code
Straatadres (indien verskil van posadres)					Street address (if different from postal address)
Poskode					Postal code
Telefoonnommer bedags	-				Telephone number during day
	(kode/code) (nommer/number)				

VERKLARING

DECLARATION

Hiermee verleen ek, die persoon waarvan die besonderhede hierbo verskyn, vrywillig en sonder om beïnvloed te word toestemming dat die besonderhede ten opsigte van strafpunte en padverkeersmisdrywe reeds teen my aangeteken op die nasionale oortredingsregister aan die aansoeker, waarvan die besonderhede hieronder verskyn, verskaf word.

I, the person the particulars of which appear above, hereby grant permission freely and voluntarily without being duly influenced thereto, for the particulars in respect of demerit points and road traffic offences already recorded against me on the national contravention register to be supplied to the applicant, the particulars of which appear below.

te op
 Geteken/Signed at Plek/Place on Datum/Date

BESONDERHEDE VAN GEMAGTIGDE AANSOEKER

PARTICULARS OF AUTHORISED APPLICANT

Soort identifikasie (merk met X)	☐ verkeersregisternr. traffic register no.	☐ RSA-ID-dok. RSA-ID-doc.	☐ buitelandse ID. foreign ID.	☐ besigh.reg.nr. business reg. no.	Type of identification (mark with X)
Identifikasienommer					Identification number
Land van uitreiking indien buitelandse ID					Country of issue if foreign ID
Van en voor- letters/naam van instelling					Surname and initials name of organisation

LET WEL: Aanvaarbare identifikasie van die gemagtigde aansoeker soos hierbo aangedui, moet voorgelê word.

NOTE: Acceptable identification of the authorised applicant as shown above must be submitted.

Uitgereik sonder veranderings of uitkrappings.

Issued without alterations or erasures.

ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES REGULATIONS, 1999

SCHEDULE 2

Monetary value of unit, discount and Fees

(a) Monetary value of unit		
Each unit has a monetary value of R 50,00		
(b) Discount		
The discount contemplated in section 17(1)(d) of the Act is ten percent (10 %) of the penalty indicated in column 3 of Schedule 3 to the Regulations		
(c) Fees which may be charged for any document, order or action in terms of section 34(d) of the Act		
Fee		Amount
Representations fee <i>Form NRR-U as shown in Schedule 1</i>		R 150 , 00
Courtesy letter <i>Form CL as shown in Schedule 1</i>	served by registered mail	R 75 , 00
	served in person	R 200 , 00
Enforcement order <i>Forms EO, NPP, NDP or NDI as shown in Schedule 1</i>	served by registered mail	R 100 , 00
	served in person	R 225 , 00
Warrant of execution <i>Form WE as shown in Schedule 1</i>		R 225 , 00
Ascertaining demerit points position <i>Form DOH or OOH as shown in Schedule 1</i>		R 50 , 00
Charge arising from dishonoured payment or failure to pay an instalment <i>Forms NDI or NDP as shown in Schedule 1</i>		R 175 , 00
Collection fee of registering authority or driving licence testing centre		7% of amount collected

ADMINISTRATION OF ROAD TRAFFIC OFFENCES REGULATIONS, 1999

SCHEDULE 3

Classification of Offences

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
SECTION/REGULATION	OFFENCE/ INFRINGEMENT	PENALTY	DEMERIT POINTS
NATIONAL ROAD TRAFFIC ACT, 1996			
<i>Chapter III</i>			
<i>Registration and licencing of motor vehicles</i>			
Sec 3 J Fail to comply with instruction of traffic officer	MI	15	4
Sec 4/Reg 3 Motor vehicle not registered	O	Court	4
Sec 4/Reg 18 Motor vehicle not licensed	I	10	2
Reg 21 Operate motor vehicle with special licence disc on public road	I	10	2
Reg 35(1), (2), (3) and (4) Motor vehicle displaying number plates not in compliance with SABS specification	I	10	2
Reg 35 (5) and (7)(f) Motor vehicle not displaying either one of the required plates Motor vehicle displaying only one of the required plates	O I	Court 10	4 2
Reg 35 (6)(b) – (f) Motor vehicle operating with number plates not applicable to motor vehicle	O	Court	4

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 36 Licence disc obscured or illegible	I	10	2
Reg 52 Title holder/Owner did not change particulars of postal or street address	MI	20	3
Reg 52 Title holder/Owner did not change particulars of proxy or representative	I	10	2
Reg 53(a)(i) and (ii) Dispose of motor vehicle that is not registered and licenced or dispose of motor vehicle that does not have registration and licencing documents	I	20	3
Reg 53 Title holder/Owner did not fulfill duties where owner or title holder changes	MI	20	3
Reg 54 Owner did not report motor vehicle stolen	I	10	1
Reg 54(2) Title holder did not report theft	I	10	1
Reg 55(1) Owner did not report motor vehicle permanently unfit for use	I	10	1
Reg 55(2) Title holder did not notify authority of vehicle unfit for use	I	10	1
Reg 56(1) Motor vehicle does not have an engine number	O	Court	4

Reg 56(3), (4), (5), (6) and (7) Title holder did not present motor vehicle without engine number to SAPS, stamp or emboss number or did not furnish registering authority with clearance	O	Court	4
Reg 62 Person did not furnish information regarding motor vehicle or body, or any matter for which person has responsibility	I	20	3
Reg 65 Owner did not notify authority of export of motor vehicle	I	10	1
Reg 67 Titleholder/Owner did not hand over registration certificate	I	10	1
Reg 69(3) Used motor trade number for other purpose than prescribed	O	Court	4
Reg 82 Motor trade number not displayed or displayed incorrectly	MI	20	3
Reg 84(4) Transport persons or goods with vehicle with special permit	MI	20	3
Reg 89(1) and (2) Temporary or special permit not displayed correctly or not legible	I	10	1
Reg 89(2) Display temporary or special permit not applicable to motor vehicle	O	Court	4
Reg 89(3) Temporary or special permit obscured or illegible	I	10	1
Chapter IV Fitness of drivers			
Sec 12(a) Driver of motor vehicle not licensed	O	Court	4

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Sec 12(b) Driver of motor vehicle does not have licence with him in vehicle	MI	30	3
Sec 16 Driver of motor vehicle fail to disclose disqualification	O	Court	4
Sec 22 Driver did not notify testing centre of change of particulars	MI	30	3
Sec 31 Employ or permit unlicensed driver to drive motor vehicle	MI	30	3
Sec 32 and Reg 115 Driver does not have professional driving permit	O	Court	4
Sec 33 Person failed to produce licence and permit to court	O	Court	2
Chapter V Fitness of vehicles			
Sec 37 Operate testing station not registered and graded	O	Court	0
Sec 42 and Reg 142 Operate motor vehicle without roadworthy certificate	MI	20	3
Sec 42A Fail to display roadworthy certificate	MI	20	3
Sec 44 Operate vehicle on public road contrary to NTD	MI	20	3
Chapter VI Operator fitness			
Sec 45 Operator not registered	O	Court	4
Sec 47	O	Court	4

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Operator card not displayed on motor vehicle			
Sec 49(a) Operator did not notify authority of change in particulars	I	10	2
Sec 49(b) Operator did not keep operator card safe	I	10	2
Sec 49(c) Operator did not control driver	MI	15	3
Sec 49(d) Operator did not ensure that motor vehicle complies with fitness requirements	MI	15	3
Sec 49(e) Operator did not conduct his operations with due care and safety	MI	15	3
Sec 49(f) Operator did not comply with dangerous goods requirements	O	Court	4
Sec 49(g) Operator did not comply with loading requirements	O	Court	4
Chapter VIII			
Dangerous goods			
Sec 54 and Reg 275 Person offered, transported or accepted dangerous goods contrary to Act	O	Court	0
Reg 277 Driver, operator, consignor, consignee not fulfilling duties	O	Court	0
Reg 277 Operator, consignor or consignee did not nominate qualified person	I	20	0
Reg 278 Consignor did not ensure that load is Compatible	O	Court	0
Reg 280	O	Court	0

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Operator did not ensure that driver underwent training at an approved institution			
Reg 281 Driver did not have trem cards and manifests	O	Court	4
Reg 281 Driver did not ensure that trem cards and manifests are in designated space in vehicle	MI	20	3
SABS Specifications:			
Offences regarding packaging of dangerous goods	O	Court	0
Offences regarding labeling of dangerous goods	O	Court	0
Offences regarding agreement between consignor and nominated person	MI	20	0
Offences regarding marking of dangerous goods	O	Court	0

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Chapter IX**Road traffic signs and general speed limit**

Sec 58			
Failure to obey road traffic sign:	See Schedule 1		
Reg 290(1)	I	10	0
Person displayed advertising material on a road sign			
Reg 290(2)	I	10	0
Person used road traffic sign in advertisement visible from road			
Schedule 3			
R1,R1.2,R1.3, R1.4,R1.5,RM1, S1-S15			
Driver of motor cycle, motor car, goods vehicle of 3 500 kg GVM or under disobeyed or minibus not operating for reward	I	20	3
Pedestrian, cyclist, driver of rickshaw or animal-drawn vehicle disobeyed regulatory sign, signal or marking	I	2	0
Driver of motor cycle, motor car, goods vehicle of 3 500 kg GVM under or minibus not operating for reward, disobeyed regulatory sign, signal or marking except parking sign or marking	I	10	2
Driver of motor car or minibus operating for reward, goods vehicle over 3 500 kg GVM, bus and break down vehicle disobeyed regulatory sign, signal or marking except parking sign or marking	I	15	2

Sec 59, Reg 287, Reg 288, Reg 290 Driver exceeded speed limit by 50% and more	O	Court	4
Driver exceeded speed limit by 40% to 49%	MI	20	3
Driver exceeded speed limit by 30% to 39%	MI	15	2
Driver exceeded the speed limit by 20% to 29%	I	10	1
Driver exceeded the speed limit by 1 to 19%	I	5	0
Chapter X Accident and accident reports			
Sec 61(a), (b) and (c) Driver failed to stop at accident to ascertain injuries and assist	O	Court	4
Sec 61(a), (d) Driver failed to stop where other person suffers damage	MI	20	3
Sec 61(e), (f) and (g) After accident driver failed to report accident, consumed alcohol or failed to furnish information	MI	20	3
Sec 61(2) and (3) Person removed vehicle from accident scene without authorization	MI	20	3
Chapter XI Reckless driving and driving under the influence of intoxicating liquor or a drug having a narcotic effect			
Sec 63 Reckless driving	O	Court	4
Sec 64 Inconsiderate driving	I	5	1

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Sec 65(1) Driving under the influence of alcohol or a drug having a narcotic effect	O	Court	4
Sec 65(2) Driving while the blood alcohol concentration is more than 0,08 for private drivers	O	Court	4
Sec 65(2) Driving while the blood alcohol concentration is 0,05 to 0,08 for private drivers	MI	20	3
Sec 65(2) Driving while the blood alcohol concentration is more than 0,05 for professional drivers	O	Court	4
Sec 65(2) Driving while the blood alcohol concentration is 0,02 to 0,05 for professional drivers	MI	20	3
Sec 65(5) Driving while the breath alcohol concentration is more than 0,38 for private drivers	O	Court	4
Sec 65(5) Driving while the breath alcohol concentration is between 0,24 and 0,38 for private drivers	MI	20	3
Sec 65(5) Driving while the breath alcohol concentration is more than 0,24 for professional drivers	O	Court	4
Sec 65(5) Driving while the breath alcohol concentration is between 0,10 and 0,24 for professional drivers	MI	20	3
Sec 65(9) Person refused to give blood or breath sample	O	Court	4

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Sec 66(1) to (4) Person committed unauthorized acts in relation to vehicle	O	Court	4
Sec 67 Person furnished false information	O	Court	4
Sec 68(1) to (4) and (6) Person committed unlawful acts in relation to registration plates, registration number, registration mark or certain documents(number plate in regulation)	O	Court	4
Chapter XIII Regulations			
Reg 149 -156 Correct brake not fitted to vehicle	I	10	2
Reg 149 – 156 Brake fitted not working	I	10	0
Reg 152 Correct brake not fitted to pedal cycle	I	2	0
Reg 157(1) Operate motor vehicle when all lamps are not undamaged, secured, and capable of being lighted at all times	I	10	2
Reg 157(2) Operate motor vehicle while head, rear and registration plate lamp are not lighted between sunset and sunrise	I	15	3
Reg 158 – 184 Compulsory lamps not fitted	I	15	3
Compulsory lamps fitted– one lamp not working		5	1
Compulsory lamp fitted – two lamps not working			
Optional lamps fitted, not working		10	2
		5	1

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 185 Lamp not allowed fitted to vehicle (Blue lamps ect)	I	20	3
Reg 186 – 190, 192, 192A Compulsory retro-reflector not fitted	I	5	1
Reg 191 Warning chevrons not fitted or fitted incorrectly	I	10	2
Reg 191 Warning chevrons does not comply with SABS specification	I	15	3
Reg 193 – 199 Compulsory direction indicators not fitted	I	10	2
Compulsory direction indicators, one lamp not working	I	5	1
Compulsory direction indicators, two lamps not working	I	10	2
Reg 200 Steering gear not working	I	15	3
Reg 200(2) Operate left hand drive vehicle contrary to regulations	I	10	2
Reg 201 Warning devices not working	I	10	2
Reg 202(1), (2) and (3) Glass of windows, windscreens and partitions not correct	I	10	2
Reg 203 Windscreen wiper not fitted	I	10	2
Reg 204 Driver's view – mirrors not fitted	I	10	2
Reg 205(1), (2) and (3) Fuel tank, electric wiring and battery not correct	I	10	2

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 206 Engine of motor vehicle not covered	I	5	1
Reg 207 Driver/passenger not wearing protective helmet	I	10	2
Reg 208 Motor cycle side-car attached incorrect	I	10	2
Reg 209 Exhaust silencer and pipes attached incorrect	I	5	1
Reg 210 Entrances and exits incorrect	I	10	2
Reg 211 Motor vehicle incapable of travelling backwards	I	5	1
Reg 212 Tyres incorrect	I	20	2
Reg 213(3) Seat belts not fitted	I	10	2
Reg 213(4), (5), (6), (7) and (8) Person did not wear seat belt or comply with provisions of regulation	I	10	2
Reg 214 Warning triangles not in vehicle/ not complying with SABS specification	I	10	2
Reg 215 Speedometers not fitted/ not working	I	10	2
Reg 216 Motor vehicle does not comply with compulsory motor vehicle specifications	I	10	2
Reg 217 Wheel flaps not fitted	I	5	1
Reg 218 Rear underrun protection not fitted	I	10	2

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 219 Axle fitted to semi-trailer incorrect	I	10	2
Reg 221 Overall length incorrect	I	10	2
Reg 222 Restriction on combinations exceeded	I	10	2
Reg 223 Overall width incorrect	I	10	2
Reg 224 Overall height incorrect	I	10	2
Reg 225 Turning radius incorrect	I	10	2
Reg 226 Overhang incorrect	I	10	2
Reg 227 & Reg 228 Projections incorrect	I	10	2
Reg 229 Warning for projections not correct	I	10	2
Reg 233 Exceed number of people in vehicle by 1-4	I	10	2
Reg 233 Exceed number of people in vehicle by 5-7	MI	15	3
Reg 233 Exceed number of people in vehicle by 8-9	MI	20	4
Reg 233 Exceed number of people in vehicle by 10 or more	O	Court	4

Reg 234 Exceed permissible maximum axle mass load by 0 to 10%	I	10	2
Reg 234 Exceed permissible maximum axle mass load by more than 10% but not more than 20%	MI	20	4
Reg 234 Exceed permissible maximum axle mass load by more than 20%	O	Court	4
Reg 235 Exceed permissible maximum axle unit mass load by 0 to 10%	I	10	2
Reg 235 Exceed permissible maximum axle unit mass load by more than 10% but not more than 20%	MI	20	4
Reg 235 Exceed permissible maximum axle unit mass load by more than 20%	O	Court	4
Reg 236 Exceed permissible maximum vehicle mass load by 0 to 10%	I	10	2
Reg 236 Exceed permissible maximum vehicle mass load by more than 10% but not more than 20%	MI	20	4
Reg 236 Exceed permissible maximum vehicle mass load by more than 20%	O	Court	4
Reg 237 Exceed permissible maximum combination mass load by 0 to 10%	I	10	2
Reg 237 Exceed permissible maximum combination mass load by more than 10% but not more than 20%	MI	20	4
Reg 237 Exceed permissible maximum combination mass load by more than 20%	O	Court	4

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 242 Exceed distribution of axle mass load and wheel mass load by 0-10%	I	10	2
Reg 242 Exceed distribution of axle mass load and wheel mass load by more than 10% but not more than 20%	MI	20	4
Reg 242 Exceed distribution of axle mass load and wheel mass load by more than 20%	O	Court	4
Reg 243 Over load vehicle with tyres other than pneumatic	I	10	2

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 244 Information on certain vehicles incorrect	1	10	2
Reg 245 Information plates incorrect	MI	20	3
Reg 246(a)-(e) Person did not carry goods in prescribed manner	MI	20	3
Reg 247 Person carried in goods compartment not in prescribed manner	MI	20	3
Reg 250-264 Person did not comply with provisions relating to passenger carrying vehicles	MI	20	3
Chapter X Matters relating to rules of the road			
Reg 296 Vehicle not driven on left side of the road	MI	20	3
Reg 297 Driving on divided road contrary to rule	MI	20	3
Reg 298 Passing of vehicle contrary to rule	MI	20	3
Reg 299 Crossing or entering public road contrary to rule	MI	20	3
Reg 300 Person did not give correct driving signals	I	10	1

Reg 301 Person did not give right of way at certain road junctions	I	15	2
Reg 302 Person did not follow correct procedure when turning	I	15	2
Reg 303 and Reg 330 Towed vehicle contrary to rule	I	10	2
Reg 304 Stopped vehicle contrary to rule	MI	20	3
Reg 305 Parked vehicle contrary to rule	I	5	2
Reg 306 Person driving emergency vehicle stopped vehicle without displaying identification lamps	I	10	2
Reg 307 Person did not obey compulsory stop	I	15	2
Reg 308 General duties of driver:	-	-	-
Reg 308(1)(a) Person traveled backwards unsafely	I	20	3
Reg 308(1)(b) Person did not keep following distance	I	20	3
Reg 308(1)(c), (2)(d) and (e) Person did not control vehicle	I	20	3
Reg 308(1)(f) Person did not prevent vehicle from moving while unattended	I	5	1
Reg 308(1)(g) Person did not move into traffic safely from stationary position	I	10	2

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 308(1)(h) Person did not give right of way to emergency vehicle	I	10	2
Reg 308(1)(i) and (j) Person did not ensure that he or passenger was safely in vehicle	I	5	1
Reg 308(1)(k) Person allowed engine to smoke	I	5	1
Reg 308(1)(l) Person allowed engine to run while unattended	I	5	1
Reg 308(1)(m) Person deposited oil or petrol on roadway	I	5	1
Reg 308(1)(n) Person allowed engine to run while fuel was delivered to vehicle	I	5	1
Reg 308(3) Passenger allowed body part beyond vehicle	I	2	0
Reg 308(4) Person entered or alighted from vehicle while unsafely	I	2	0
Reg 308(5) Person drove vehicle on a sidewalk	I	10	2
Reg 308(A) Person drove vehicle while using cellular phone	I	10	2
Reg 309 Duties relating to motor cycles:	-	-	-
Reg 309(1) Person did not have feet on foot rests	I	5	1
Reg 309(2) Person carried passenger on 50cc	I	5	1
Reg 309(3), (4) Person carried more than 2 persons on motor cycle or side-car	I	5	1

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 309(5), (6), (7), (8) Person did not drive motor cycle in prescribed manner	I	5	1
Reg 310 Vehicle caused excessive noise	I	10	2
Reg 310A Person used hooter incorrectly	I	5	0
Reg 311 Person rode pedal cycle incorrectly	I	2	0
Reg 312 Operated a device running on rails contrary to Act	I	5	0
Reg 313 Person allowed animals on public road	I	5	0
Reg 314 Person in control of animal-drawn vehicle did not comply with provisions of Act	I	2	0
Reg 315(1), (3) Pedestrian entered crossing incorrectly	I	2	0
Reg 315(2), (4) Person did not allow pedestrian to cross road at pedestrian crossing	I	10	3
Reg 316 Pedestrian did not adhere to duties	I	2	0
Reg 317 Person raced on public road	I	20	3
Reg 318 Person operated convoy contrary to provisions	I	10	2
Reg 319 Person hindered or obstructed traffic on public road	I	15	3
Reg 321 Person damaged public road	I	10	2

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

Reg 322 Person traded on public road contrary to provisions	I	5	1
Reg 323(1)(a), (b), (2)(a), (b) Person did not adhere to provisions relating to freeways	I	5	0
Reg 323(1)(c), (d), (e), (f), (2)(c), (d), (5)	I	10	2
Reg 324 to Reg 329 Person did not give driving signals	I	5	1
Reg 337 Person used lamp in manner endangering public safety	I	10	2

O - OFFENCE

MI - MAJOR INFRINGEMENT

I - INFRINGEMENT

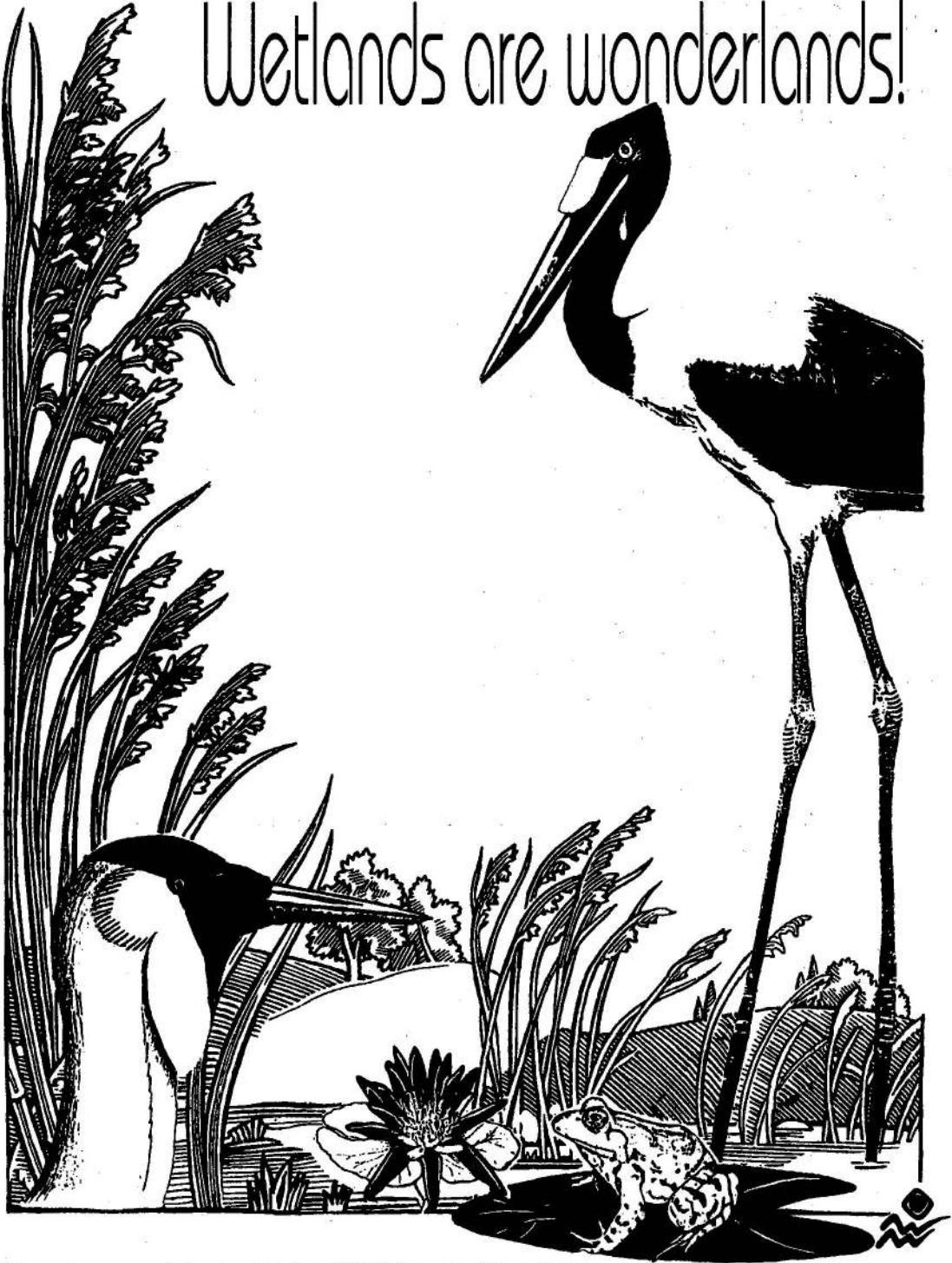
ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES REGULATIONS, 1999**SCHEDULE 4*****Information contemplated in terms of Regulation 5(2)***

The following information must be provided on the electronic data file:

1. With regard to the motor vehicle, the -
 - (a) registration number; and
 - (b) register number.
2. With regard to the person of the infringer, his or her -
 - (a) identification type;
 - (b) identification number;
 - (c) surname;
 - (d) initials;
 - (e) nationality; and
 - (f) nature of person.
3. With regard to the infringer's address -
 - (a) postal address;
 - (b) postal code;
 - (c) street address; and
 - (d) street postal code.
4. With regard to the nature of the person -
 - (a) identity type of proxy;
 - (b) identification number of proxy;
 - (c) name of proxy; and
 - (d) proxy or representative indicator.
5. With regard to the specific infringement, -
 - (a) a description of the infringement;
 - (b) the date of the infringement;
 - (c) the classification of the infringement;
 - (d) the identification value;
 - (e) source notice type; and
 - (f) source notice number.

6. With regard to the outcome of the infringement proceedings -
 - (a) the case result;
 - (b) the court code; and
 - (c) the date of conviction or the date of payment.
 7. For data capturing purposes, the -
 - (a) information of the specific transaction;
 - (b) reason for capture;
 - (c) charge;
 - (d) reference detail;
 - (e) reference value; and
 - (f) issuing authority.
 8. With regard to payment due, the -
 - (a) penalty;
 - (b) representations fee;
 - (c) courtesy letter fee;
 - (d) enforcement order fee;
 - (e) warrant fee; and
 - (f) cancellation reason.
-

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Department of Environmental Affairs and Tourism

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